# Treo™ 270 Communicator User Guide

## GPRS 1.1, Windows Edition

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## Software download available

Wireless setup and desktop synchronization software are supplied on the Handspring CD-ROM disc. If you do not have access to a CD-ROM drive for your computer, you can download this software from www.handspring.com.

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Chapter 1

# Introduction to Your Treo™ 270 Communicator

This chapter explains the physical buttons and controls on your Treo™ 270 communicator, how to use your communicator for the first time, and how to install Palm™ Desktop software and the HotSync® Manager synchronization software so you can synchronize your communicator and your computer.

## Getting to know your communicator

### What is a Treo communicator?

Your Treo communicator combines the power of a full-featured mobile phone, e-mail, SMS messaging, a Palm OS® handheld, and the Internet in one compact and indispensable device. With your Treo communicator, you can do everything you can do with your existing mobile phone with greater speed and ease. You can store thousands of numbers in your PhoneBook and up to 50 speed dial entries, and dial any of them with just a few keystrokes. You can even set up a 3-way conference call by joining two calls and use the personal speakerphone for hands-free use without a headset attachment.

Lighten your load. Everything you need is in one compact device. Your Treo communicator helps you stay in touch. With instant access to your e-mail, you can send and receive e-mail from anywhere, and use SMS messaging to exchange quick messages with other mobile phones on your network. The award-winning Blazer® web browser gives you access to any site on the Internet—not just a few optimized for mobile access; now you can download directions, confirm flight reservations, find a restaurant, and check stock prices wherever you are. Everything you need to stay organized is close at hand on your communicator, including popular Palm OS applications such as Date Book Plus, PhoneBook, To Do List, Memo Pad and more.

To make sure you don't lose any of this important information, you can synchronize your data with desktop software on your computer so you always have a backup copy.

# System requirements

To use the wireless features of your communicator, you must have the following:

- A GPRS account with your wireless service provider
- A location where your wireless service provider has good GPRS coverage

To install and operate Palm Desktop software and the HotSync Manager synchronization software, your computer system must meet the following requirements:

## Minimum requirements

- Windows 98, Windows Me, Windows 2000, or Windows XP with USB port, (for USB HotSync® cable)
  --or--
  Windows 95, Windows 98, Windows Me, Windows 2000, Windows XP, or Windows NT 4.0 with serial port (for optional serial HotSync cable — sold separately)
- 32 MB RAM (memory)
- 25 MB available hard disk space
- VGA monitor or better
- CD-ROM drive (you can also download Palm Desktop software from www.handspring.com)
- Internet Explorer 5.01 or higher (recommended)

Note: We also strongly recommended that you have a desktop Internet connection so that you can access the Handspring web site for support, updates, and other useful information.

# Upgrade information

If you already own a Palm OS® handheld, Handspring recommends that you install the version of Palm Desktop software that comes with your Treo communicator into the same folder as your current Palm Desktop software. When you install the new version in the same folder as the previous version, all your data is preserved. If you use another personal information manager (PIM), you still need to install Palm Desktop software in order to update the HotSync Manager on your computer.

You perform HotSync operations in exactly the same way, so you can quickly synchronize your old data with your new communicator.

Important: If you are currently using Palm Desktop 4.0 on your Macintosh computer, your data is not compatible with the version of Palm Desktop on the Handspring CD-ROM. You can continue using the existing Palm Desktop 4.0 installed on your computer, or you can choose to export your data from Palm Desktop 4.0 before installing the software from the Handspring CD-ROM and then import it into Handspring's Palm Desktop after completing the installation. Visit www.handspring.com/support for the latest information on compatibility with Palm Desktop 4.0.

To upgrade:

1. Synchronize your old communicator with your old Palm Desktop software. This ensures that the latest information from your communicator is on your desktop computer.

2. (Optional) To ensure against any data loss, go to the folder that stores Palm Desktop software (this is usually the Handspring or Palm folder), copy (do not move) your user name folder, and store the copy outside the Palm Desktop software folder.

3. Follow the installation instructions that begin on page 26. Be sure to install the new software in the same folder as the old software.

4. Connect your new communicator to the HotSync cable and press the HotSync button on the cable. If the Select User dialog box appears, select your user name.

5. Compare the applications on your old handheld and your new communicator.

6. Beam any third party applications that did not transfer from your old handheld to your new communicator, or install them from the original files.

7. If any data for your third party applications did not transfer, beam it from your old handheld to your new communicator.

8. If you created a password on your old handheld, enter it on your new communicator.

Note: Records you previously marked Private remain marked Private, but you need to reenter a password on your new communicator.

9. If you had any important settings on your old handheld, such as Network Preferences, manually copy them from your old handheld to your new communicator.

## Each device must have a unique name

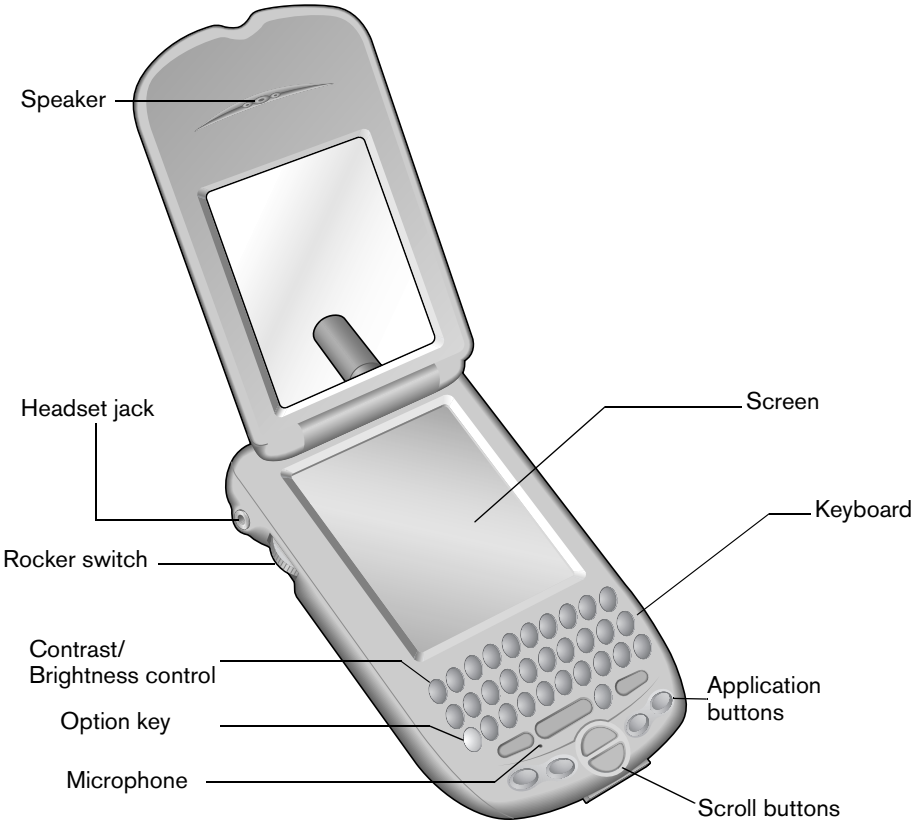
After you complete the upgrade process described above, you have two devices with the same name. This is an undesirable situation. Each device must have a unique name in order to prevent unexpected results during HotSync operations and other complications.

We strongly recommend that you perform a hard reset on your old handheld. See page 217 for details.

A hard reset not only erases all data from the old handheld; it also erases the name and makes that handheld a clean slate, ready to receive a new name. The next time you perform a HotSync operation with this old handheld, you are asked to give it a name. Be sure to give it a unique name.

# Treo components

## Locating front panel controls



**Speaker** Functions as the earpiece on your Treo.

**Headset jack** Enables you to connect a hands-free headset for use with the wireless features. Use only headsets that are compatible with your communicator.

**Rocker switch** Enables you to navigate on your communicator with just one hand. You can use the rocker switch as an alternate method to perform a variety of tasks, such as adjusting the call volume level on your phone. The rocker switch functions change based on whether your communicator's wireless mode is on or off and which application you are using.

To use the rocker switch, roll the dial up or down, press it in and release it, or press and hold it.

**Contrast/ Brightness control** Opens the Adjust Display dialog box where you can adjust the appearance of your communicator screen for the clearest screen display. The contrast/ brightness control is activated with the Option key. See page 20 for instructions.

**Option key** Types the number/symbol, or activates the function, that appears in blue on the key.

**Microphone** Functions as the mouthpiece when you use the wireless phone features of your Treo.

**Scroll buttons** Displays text and other information that extends beyond the area of the communicator screen. Pressing the bottom scroll button scrolls down to view information below the viewing area, and pressing the top scroll button scrolls up to view the information above the viewing area. The scroll buttons also enable you to navigate between records in an application and to adjust the volume during a call.

**Application buttons** Activates the applications that correspond to the icons on the buttons: PhoneBook, Date Book Plus, Blazer (or another web browser installed by your wireless service provider), and SMS Messaging. See page 176 for details on reassigning these buttons to activate any application on your communicator.

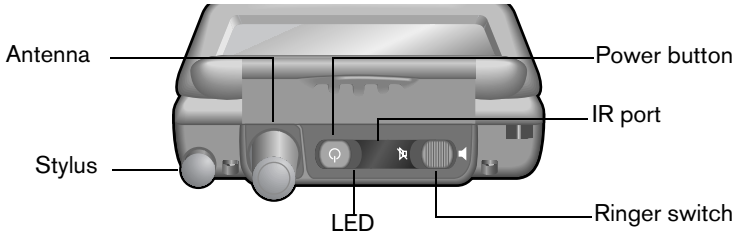
You can also use these buttons in combination with Option to activate other applications. See Chapter 4 in this guide for details on the default combination settings, and see page 177 for details on reassigning the button combinations.

Tip: If your communicator is turned off, pressing any application button turns on your communicator and opens the corresponding application.

**Keyboard** Enables you to type letters, numbers and symbols on your communicator. See Chapter 2 to learn how to enter information.

**Communicator screen** Displays the applications and information stored in your communicator. It is touch-sensitive and responds to the stylus.

## Locating top panel controls




**Antenna** Receives and sends wireless communication signals. The antenna does not telescope out of your communicator.

**Stylus** Serves as the instrument used to tap options on your communicator screen. To use the stylus, slide the stylus out of the slot, and hold it as you would a pen or pencil.

**Power button** Turns your communicator and wireless mode on and off, and controls the keyboard backlight. See page 19 for details.

**IR port** Uses infrared technology to transmit data to and receive data from other Palm OS devices. See the section that begins on page 78 for details. You can also use the IR port to update the information between your communicator and computer using HotSync technology. See the section that begins on page 202 for details.

**LED** Provides status information for your Treo based on the color of the light and the blink state.

No light: Wireless mode off

Solid: Connected to travel charger

Green = Fully charged
Red = Charging

Blinking: Wireless mode on

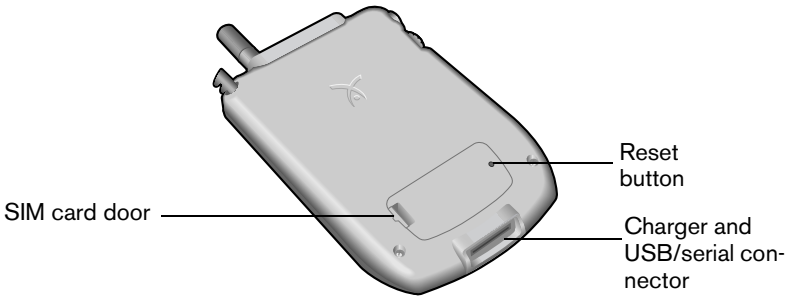
Green = In coverage area
Red = Out of coverage area

Double-blink red: Low battery

**Ringer switch** Controls the ringer setting. See page 196 for details on changing the settings.

Note: Silencing the ringer turns off all system sounds, including alarms. When you silence the ringer, Date Book Plus alarms vibrate.

## Locating back panel components




| | |
|---|---|
| **SIM card door** | Secures your SIM (Subscriber Identity Module) card in your phone. |
| **Reset button** | Under normal use, you should not have to use the reset button. See Appendix A for information about when and how to use the reset button. |
| **Charger and USB/serial connector** | The connector that connects your communicator to the travel charger and HotSync cable. The HotSync cable connects to a USB port or serial port on your computer and enables you to synchronize the information between your communicator and computer using HotSync technology. |

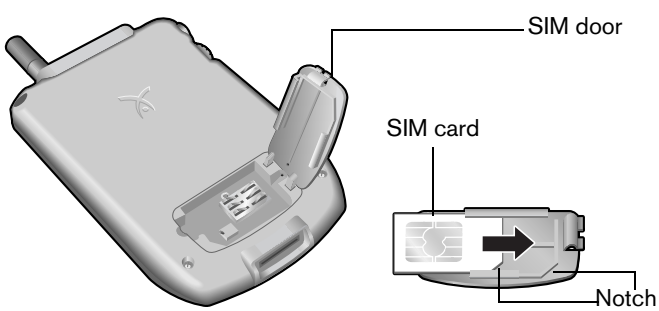
# Inserting the SIM card

The SIM card is a small rectangular plastic piece that contains your phone number and account information. It is included with your wireless service provider's documentation and is often referred to as a "smartcard." If a SIM card did not come with your communicator, your wireless service provider will provide you with one when you subscribe to their service.

You must insert your SIM card into your communicator before you can use it for wireless communications. Since calls are billed to your phone number, you can, however, move your SIM card to any phone that uses a SIM card, and the calls will be billed to your account.

### To insert the SIM card:

1. Remove the SIM door.
2. With the contacts face-up, align the notch on the SIM card with the notch on the door and insert the SIM card into the slot on the door.




3. Replace the SIM door.

# Charging the battery

To use your communicator, you must connect the travel charger or the HotSync cable and charge the battery. When you're near your computer, connect your communicator to the HotSync cable with the travel charger connected to a wall outlet as shown in the section that begins on page 24. When travelling, connect the travel charger cable directly to your communicator as shown in this section.

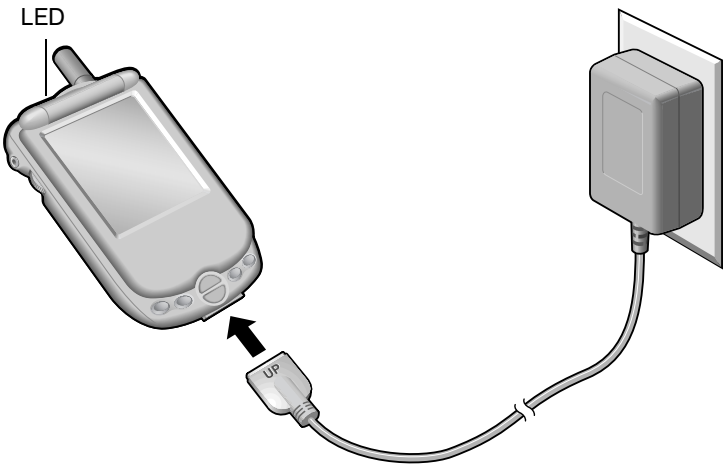
When wireless mode is on, a fully charged battery provides up to 3 hours of talk time or 150 hours of standby time. When wireless mode is off, a fully charged battery provides up to one week of use in handheld mode.

If the battery drains to the point where your communicator does not turn on, it stores your data safely for about three days. Therefore, we recommend that you charge the battery daily to avoid potential data loss. See Appendix A for tips on extending the life of the battery.

To charge the battery with the travel charger:

1. Plug the travel charger into a wall outlet.

2. With the word "UP" facing up (as shown), connect the travel charger cable to the charger connector on the bottom of your communicator.




Tip: The LED is solid red while your communicator charges. When the LED turns solid green, your communicator is charged. It takes approximately 2 hours to charge a fully drained battery.

# Turning your Treo on and off

Your Treo communicator has two operating modes: a handheld mode and a wireless mode. You can turn the handheld mode and the wireless mode on and off independent of each other. When you turn on the handheld mode, you can use organizer applications such as Date Book Plus and To Do List. When you turn on the wireless mode, you can make or receive calls. You can also turn both modes on at the same time. When both the handheld and wireless modes are on, you can use the organizer applications as well as send and receive calls.

For example, when you are on an airplane, you need to turn wireless mode off to comply with FAA regulations, but you can still use handheld mode to access Date Book Plus and other organizer applications.

To turn handheld mode on and off, do any of the following:

- Open the lid to turn it on, or close the lid to turn it off.
- Press the power button.
- Press and release the rocker switch.
- Press any application button on the front of your communicator.

To turn wireless mode on and off:

- Press and hold the power button until you hear the confirmation tones to turn wireless mode on and off. The ascending tone indicates wireless mode is now on and the descending tone indicates wireless mode is now off.

## Using the keyboard backlight

If you have difficulty seeing your communicator keyboard in dark environments, you can use the backlight to illuminate the keyboard.

Note: When you turn on the keyboard backlight, the screen brightness automatically dims to conserve battery power. If you have difficulty seeing the screen in well-lit environments, be sure the keyboard backlight is off and adjust the display settings. See page 14 for details.

To turn the keyboard backlight on and off:

- Press the power button twice in quick succession.

### Backlight tips:

- The backlight dims when a call is in progress and you do not press any buttons or tap your communicator screen for more than 30 seconds.
- The backlight also turns off automatically (after a period of inactivity) with the Auto-off feature. See page 182 for details.

## Adjusting the display

Depending on the lighting conditions or temperature of the environment where you use your communicator, you may need to adjust the brightness and color saturation of the display.

The Adjust Display dialog box contains two sliders. The upper slider adjusts color saturation and the lower slider adjusts brightness. The display usually looks best at maximum brightness but you may want to decrease the brightness to conserve battery power.

To adjust the display:

1. Press Option .
2. Type the letter Q.
3. Press the scroll buttons, or drag the top slider, to adjust the color saturation until you can see the three shapes as distinctly as possible.
4. Hold Option and press the scroll buttons, or drag the bottom slider, to adjust the screen brightness

   Tip: You can also tap to the left or right of the sliders to fine tune the display settings.
5. Press Space to finish.

# Using the stylus to get things done

Like using a mouse to click elements on a computer screen, using the stylus to tap elements on your communicator screen is a way to get things done on your communicator.

The first time you start your communicator, setup instructions appear on the screen. These instructions include a calibration screen, or digitizer. Calibration aligns the internal circuitry of your communicator with its touch-sensitive screen so that when you tap an element on the screen, the communicator can detect exactly which task you want to perform.

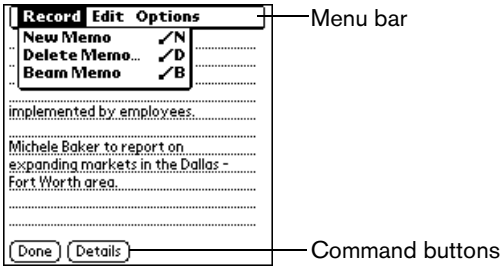
Important: Always use the point of the stylus for tapping the communicator screen. Never use an actual pen, pencil, or other sharp object to tap the communicator screen.

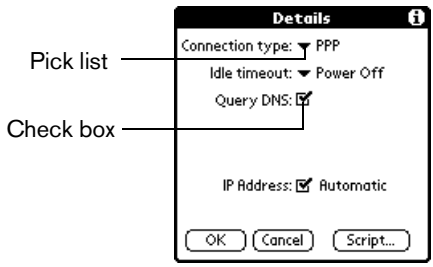
With your communicator turned on, you can tap the communicator screen to perform many operations, such as the following:

- Open applications
- Choose menu commands
- Select options in dialog boxes

Just as you can drag the mouse to select text or move objects on your computer, you can also drag the stylus to select text. You can also use the stylus to drag the slider of any scroll bar.

# Elements of the communicator interface



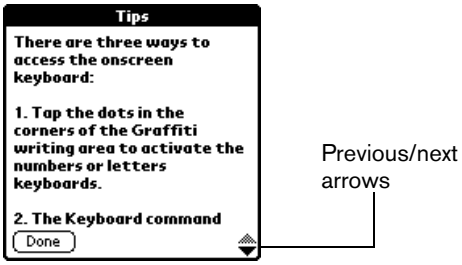



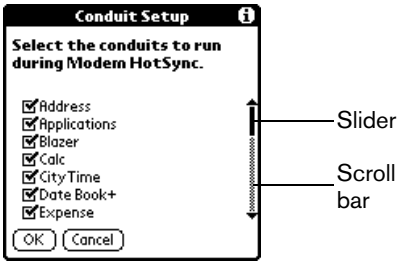

**Menu bar** A set of commands that are specific to the application. Not all applications have a menu bar.

**Command buttons** Tap a button to perform a command. Command buttons appear in dialog boxes and at the bottom of application screens.

**Check box** When a check mark appears in a check box, the corresponding option is active. If a check box is empty, tapping it inserts a check mark. If a check box is checked, tapping it removes the check mark.

**Pick list** Tap the arrow to display a list of choices, and then tap an item in the list to select it.


Tips
There are three ways to access the onscreen keyboard:
1. Tap the dots in the corners of the Graffiti writing area to activate the numbers or letters keyboards.
2. The Keyboard command
Done
Previous/next arrows




**Previous/ next arrows** Tap the up and down arrows to display the previous and next page of information; tap the left and right arrows to display the previous and next record.

**Scroll bar** Roll the rocker switch or press the scroll buttons on the front panel of your communicator to scroll to the previous and next pages. To scroll the display one line at a time, tap the top or bottom arrow.

You can also scroll by dragging the slider or by tapping the scroll bar just above or below the slider to scroll to the previous or next page.

## Moving around the screen

You can move between entry fields, pick lists, check boxes, and other options by using the stylus, the scroll buttons, or the rocker switch.

To move around the screen do one of the following:

- Tap an item with the stylus.
- Press the scroll buttons to scroll through the items on the screen.
- Roll the rocker switch up or down to scroll through the items on the screen.

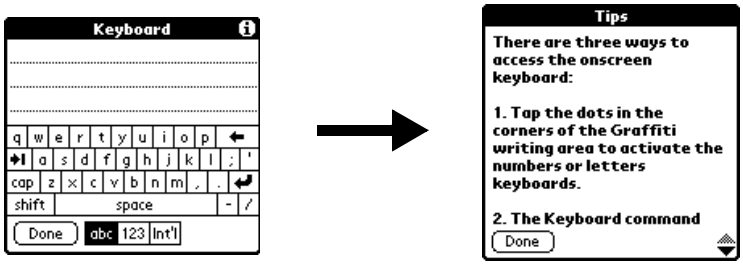
Tip: To learn how to move around the screen using the Treo keyboard, see page 32.

## Displaying online tips

Many of the dialog boxes that appear on your communicator contain an online Tips icon in the upper-right corner. Online tips anticipate questions you have in a dialog box, provide shortcuts for using the dialog box, or give you other useful information.

To display an online tip:

1. Tap the Tips icon ⓘ.
2. After you review the tip, hold Option and press Return to finish.


Keyboard
q w e r t y u i o p
a s d f g h j k l ; '
cap z x c v b n m , . ↵
shift space - /
Done abc 123 Int'l
Tips
There are three ways to access the onscreen keyboard:
1. Tap the dots in the corners of the Graffiti writing area to activate the numbers or letters keyboards.
2. The Keyboard command
Done

# Customizing your communicator

You can customize your communicator by using the Preferences application. You can enter personal information such as your name and address; change the time and date; view different date and time formats when you travel; turn off sounds; configure your communicator to work with a modem or network, and select ringer settings. See Chapter 7 for more information on customizing your communicator.

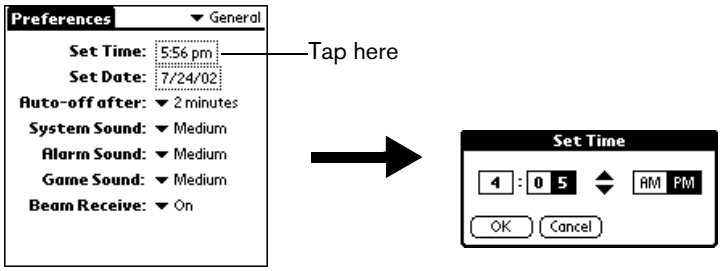
To open the Preferences screens:

1. Press Option and then press Menu to access the Applications Launcher.
2. Tap the Preferences icon.
3. Tap the category pick list in the upper-right corner of the screen.
4. Tap the Preferences category you want to view.

The following procedures for setting the time and date give you an example of how to customize your communicator. You make changes to the time and date in General preferences.

To set the current time:

1. Tap the Set Time box.



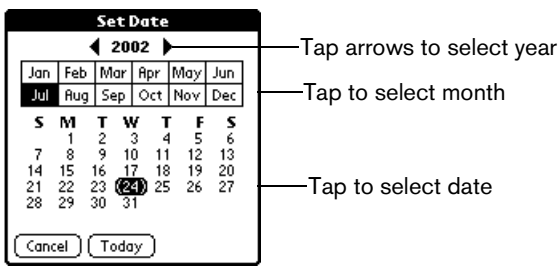

2. Tap the up or down arrows to change the hour.
3. Tap each minute number, and then tap the arrows to change them.
4. Tap AM or PM.

   Note: Your communicator can also display time based on a 24-hour clock. See page 181 for details.

5. Hold Option and press Return to finish.

To set the current date:

1. Tap the Set Date box.
2. Hold Option and press a scroll button to scroll to the current year.


Set Date
2002
Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec
S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
Cancel
Today
Tap arrows to select year
Tap to select month
Tap to select date

3. Hold Shift and press a scroll button to scroll to the current month.
4. Type the number for the current date.
5. Press Space to select the date.

Tip: You can also select the date by tapping the screen as shown above.

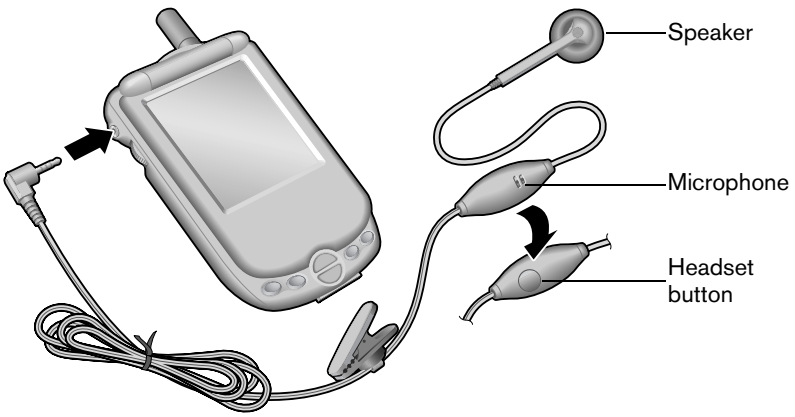
# Using the headset

You can connect a headset for hands-free operation. Your Treo is compatible with the included headset and other headsets listed at www.handspring.com. If you need to use your phone while driving and this is permitted in your area, we recommend using a headset.

Note: Treo is not compatible with three-pin (also called three-pole) style headsets. You can determine whether a headset is a three-pin headset by counting the number of silver rings on the headset pin. A three-pin headset has three rings.

To use the headset:

1. Connect the headset plug to the headset jack on the side of your communicator.




2. Place the speaker in your ear.
3. Press the headset button to perform any of the following functions:
   - Answer an incoming call (including an incoming call waiting call).
   - Switch between two active calls.
   - Place the second call on hold when you have two active calls.
   - Hang up an active call.

# Connecting the HotSync cable

The HotSync cable that comes with your Treo enables you to charge your communicator battery and to synchronize the information on your communicator using HotSync technology.

Note: If your computer does not have a USB port, or it uses Windows 95 or Windows NT, you need a serial HotSync cable to connect to your computer. You can purchase a serial HotSync cable from www.handspring.com.

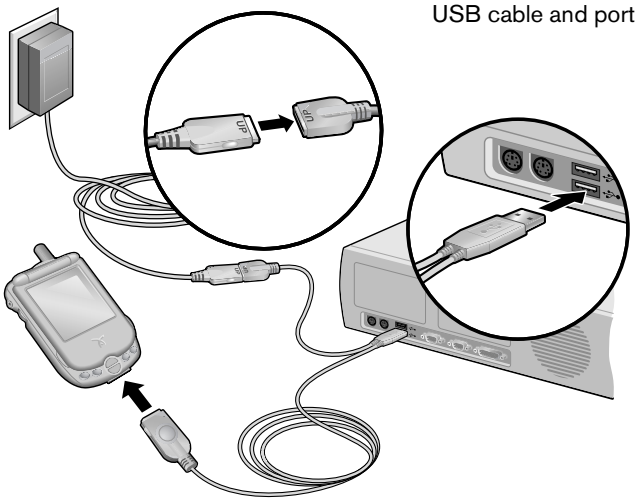
To connect the HotSync cable:

1. Connect the travel charger cable to the short end of the Hotsync cable. Be sure to match the sides of the connectors labeled “UP.”

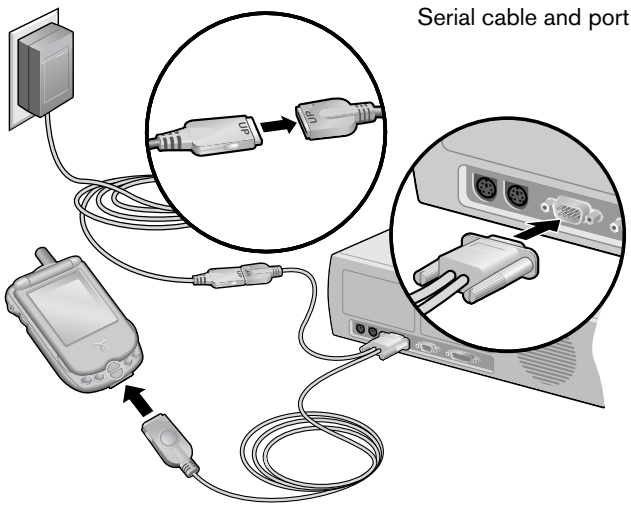
2. Connect the USB HotSync cable to a USB port on your computer, or connect the Serial HotSync cable to a Serial port on your computer.

3. Connect the long end of the HotSync cable to your communicator with the button facing up.

USB cable and port




Serial cable and port




Note: If you are unsure about the exact location of the USB port or serial port on your computer, refer to the manual supplied with the computer.

4. Plug the travel charger into a wall outlet.

Tip: The travel charger does not need to be plugged into a wall outlet to perform a HotSync operation. However, if you want to use the HotSync cable to charge your Treo communicator, you must plug the travel charger into a wall outlet.

# Using desktop software

When you use desktop software with HotSync technology, you can do any of the following:

- Work with your communicator applications on your computer. Most desktop software applications duplicate many of the applications on your communicator, so you can view, enter, and modify most of the data stored on your communicator.
- Back up and synchronize data between your communicator and your computer. Synchronization is a one-step procedure that ensures that changes you make on your communicator or desktop software appear in both places. See the section that begins on page 76 for details.
- Configure the wireless data features of your Treo.
- Import and export data, so you can easily transfer data from other desktop applications into many of your applications. See the section that begins on page 36 for details.
- Print data from your desktop software on any printer.

## Using your communicator with Palm Desktop software

Your communicator comes with Palm Desktop software. Palm Desktop software includes many of the same applications as your communicator: Date Book, Address (the Contacts view in PhoneBook), To Do List, Memo Pad, Expense, and desktop e-mail connectivity.

The following instructions guide you through installing Palm Desktop software. After installation, refer to the online Help in Palm Desktop software for information about how to use the software.

Note: You must install the software that comes with your Treo communicator even if you already installed Palm Desktop software for a previous Palm OS handheld.

To ensure a safe and uninterrupted installation of Palm Desktop software, please do not simply copy the Palm Desktop software files to your computer's hard disk. You must use the installer to place the files in their proper locations and to decompress the files.

To install Palm Desktop software:

1. Connect the HotSync cable. See page 24 for instructions.
2. Exit any open programs, including those that run at startup such as Microsoft Office, and disable any virus-scanning software.
3. Insert the Handspring CD-ROM into the computer's CD-ROM drive.
4. If the language selection screen appears, click the same language you selected on your communicator. Choosing a different language may result in loss of data.
5. If the model selection screen appears, click the name of the product you purchased and follow the onscreen instructions to continue the installation.
6. Follow the onscreen instructions to complete the installation and to configure your Treo for wireless data communication.

When the set up process is done, the installation screen closes automatically.

## Using your communicator with Microsoft Outlook

The software that comes with your Treo communicator includes everything you need to synchronize your communicator with Microsoft Outlook. If you already have Microsoft Outlook installed on your computer, the installation program prompts you to choose the Microsoft Outlook synchronization option.

## Using your communicator with another PIM

If you prefer to use another personal information manager (PIM), such as Lotus Notes, you can use it if third-party connection software, called a conduit, is available for your PIM. You must install the software that came with your Treo communicator along with the conduit for your PIM to synchronize the data between your communicator and your PIM. For information on conduit software, go to this web site: www.handspring.com.

## Using an e-mail application with your communicator

Your communicator comes with the One-Touch Mail™ e-mail application by JP Mobile. You can also download the Treo™ Mail application from www.handspring.com, or use an e-mail application provided by your wireless service provider. To use an e-mail application, you must subscribe to GPRS and Internet services from your wireless service provider.

In most cases, your communicator is pre-configured with your wireless service provider's communication settings. If it is not pre-configured, contact your wireless service provider to obtain the correct settings and follow the instructions on page 184 to configure a new service template.

If you prefer, you can dial-in to your ISP (Internet Service Provider) account. However, to use a dial-up connection, your wireless service account must also include circuit switched data (CSD) services. See page 182 for information on configuring a dial-up service template.

### One-Touch Mail

One-Touch Mail is a wireless e-mail application that enables you to access your ISP (POP3 account) e-mail directly from your communicator. You may also be able to use One-Touch Mail to access your corporate e-mail; contact your System Administrator for assistance.

To install One-Touch Mail, see page 42 for instructions on installing add-on applications. The One-Touch Mail application is located in the One-Touch folder on the Handspring CD-ROM.

### Treo Mail

Treo Mail enables you to use your communicator to send, receive, and delete e-mail messages from your existing work or personal e-mail account. With Treo Mail's flexible delivery options, you control what, how much, and when e-mail is delivered to your communicator, and all messages are encrypted at all points to protect your privacy without complicated security software.

Treo Mail is available in Corporate and Internet editions. The Corporate Edition is designed for use with Microsoft Outlook/Exchange or a corporate e-mail account that is behind a firewall. The Internet Edition is designed for use with a POP3 e-mail account that's accessed via an ISP.

To use Treo Mail, you must establish a Handspring Treo Mail Service account and download the software from the Treo Mail website: www.handspring.com/treomail.

Chapter 2

# Entering Data in Your Communicator

This chapter explains how to enter data into your Treo™ 270 communicator using each of the following methods:

- Using the communicator keyboard
- Using the onscreen keyboard
- Using your computer keyboard
- Importing data

## Using the communicator keyboard

The communicator keyboard is the primary method you'll use to enter data into your communicator. Each letter key on the keyboard has three functions:

Normal: Types a lowercase letter.

Shift: Types an uppercase letter.

Option: Types the number/symbol, or activates the function, that appears in blue on the key.

### Typing capital letters

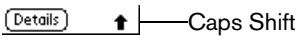
To type capital letters, you must first "shift" to caps and then type the character.

Note: Your communicator includes a feature that automatically capitalizes the first letter when you create a new sentence or a new record (by tapping New or a blank line).

To type a single capital letter (Caps Shift):

1. Press Shift :

   When Caps Shift is active, an “up arrow” symbol appears in the lower-right corner of the Treo screen. If you accidentally activate Caps Shift, press Shift twice to cancel it, or if you do nothing for five seconds, it reverts to lowercase.

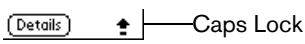



2. Type the letter you want to capitalize.

To enter only capital letters (Caps Lock):

1. Press Shift twice.

   When Caps Lock is active, an underlined “up arrow” symbol appears in the lower-right corner of the communicator screen.




2. Type the text you want to capitalize.
3. Press Shift to turn off Caps Lock.

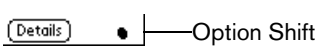
## Typing numbers and symbols

Typing numbers and symbols with your communicator is similar to typing symbols on a computer keyboard. You must first “shift” to option mode and then type the number or symbol strokes.

To enter a single number or symbol (Option Shift):

1. Press Option .

   When Option Shift is active, a dot appears in the lower-right corner of the Treo screen. If you accidentally activate Option Shift, press Backspace to cancel it.

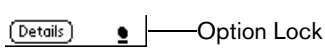



2. Press the key where the number or symbol appears in blue.

To enter only numbers or symbols (Option Lock):

1. Press Option twice.
2. Press the keys where the numbers or symbols appear in blue.

   When Option Lock is active, an underlined dot appears in the lower-right corner of the Treo screen.




3. Press Option to turn off Option Lock.

## Typing accented characters

The ListType feature enables you to enter accented characters. You can enter the following accented letters:

à á ä â ã å ç è é ë ê ì í ï î ñ ò ó ö ô õ ù ú ü û ý ÿ

To enter accented characters:

1. Type the letter (uppercase or lowercase) to which you want to add an accent.
2. Press ListType .
3. Use the scroll buttons to select the accent you want to apply.
4. Press Space to insert the accented character.

Tip: You can also select the accented character you want to insert by repeatedly pressing ListType .

## Typing extended characters

The ListType feature also enables you to enter many extended characters that are not on the keyboard, such as currency symbols and emoticons. Extended characters are often found under related characters. For example, the £ symbol is located under $.

To enter extended characters:

1. Position the cursor where you want to insert the extended character.
2. Type the base character associated with the extended character you want to insert:

   Tip: To view a list of available accented and symbol characters, press Menu and under Edit select Keyboard Help (/G).

| Base character | Symbols | Base character | Symbols | Base character | Symbols |
|---|---|---|---|---|---|
| **a** | æ | **O** | Ø | **.** | ? ! … |
| **A** | Æ | **p** | ¶ | **,** | „ |
| **b** | ß | **P** | ¶ | **!** | ¡ |
| **B** | ß | **r** | ® | **?** | ¿ |
| **c** | ¢ © ^ ˆ | **R** | ® | **:** | ; :-) :-( ;-) :-D |
| **C** | ¢ © ^ ˆ | **s** | ß š § | **'** | ‘ ’ ‹ › ~ ` |
| **d** | † ‡ | **S** | ß Š § | **"** | “ ” « » |
| **D** | † ‡ Ð | **t** | ~ ™ † ‡ | **$** | € £ ¥ |

| | | | | | |
|---|---|---|---|---|---|
| **e** | € | **T** | ~ ™ † ‡ | **+** | & |
| **E** | € | **x** | × | **-** | _ ~ • – — |
| **f** | ƒ | **X** | × | **/** | \ ÷ ¦ |
| **F** | ƒ | **y** | ¥ | **%** | ‰ |
| **l** | £ | **Y** | ¥ | **#** | = |
| **L** | £ | **0** | ‰ º | **(** | <[{‹ |
| **m** | µ | **1** | ¹ ¼ ½ | **)** | >]}› |
| **M** | µ | **2** | ² | | |
| **o** | ø | **3** | ³ | | |

3. Press ListType .
4. Use the scroll buttons to select the extended symbol you want to insert.
5. Press Space to insert the extended character.

Tip: To enter a tab, press Shift and then press Space .

## Navigation keystrokes

In addition to character symbols, your communicator includes special keystrokes that you can use to navigate within text or fields in your applications.

Note: Some applications may not support these navigation keystrokes.

| **Command** | **Keystrokes** |
|---|---|
| Move cursor right | Hold Option while pressing the bottom scroll button. |
| Move cursor left | Hold Option while pressing the top scroll button. |
| Previous field | Press the top scroll button. |
| Next field | Press the bottom scroll button. |
| Affirm an action | Hold Option and press Return . Use these keys instead of tapping the following onscreen buttons: OK, Done, Yes, Next, Accept, Send, and Dial. |
| Annul an action | Hold Option and press Backspace . Use these keys instead of tapping the following onscreen buttons: Cancel, No, Previous, and Reject. |
| Open or dial the selected item | Press Space or press Return . |

# Using menus

Menus on your communicator are easy to use. Once you have mastered them in one application, you can use them the same way in all other applications.

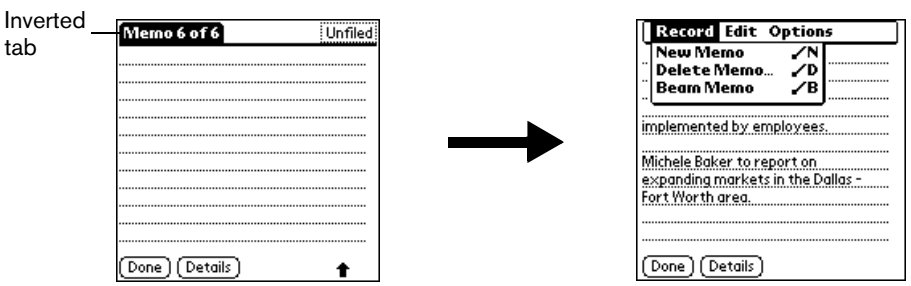
The menus and menu commands that are available depend on the application. Also, the menus and menu commands vary depending on which part of the application you're using. For example, in Memo Pad, the menus are different for the Memo list screen and the Memo edit screen.

The menus of each application are illustrated in the section on that application in Chapter 6. The Edit menu is described in the section that begins on page 62.

### To use the menu bar:

1. Open an application (such as Memo Pad).
2. Press Menu to open the menu bar.

   Tip: You can also open the menu bar by tapping the inverted tab at the top of any application's screen (except Calculator).



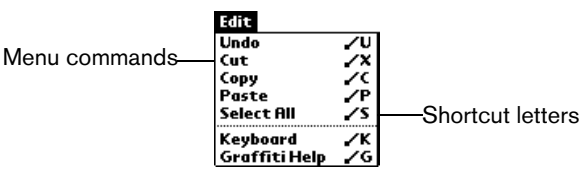

In this example, three menus are available: Record, Edit, and Options. The Record menu is selected and contains the commands New Memo, Delete Memo, and Beam Memo.

3. Press the top scroll button to switch between menus.
4. Press the bottom scroll button to select a command within a menu.
5. Press Space to run the selected command.

   Tip: To close the menus without running a command, press Menu again.

## Keyboard shortcut menu commands

Most menu commands have an equivalent keyboard shortcut. The shortcut letters appear to the right of the menu command names. Throughout this guide, the shortcut letters appear in parentheses (/C) next to menu selection instructions.



To use keyboard shortcuts for menu commands:

1. Press Menu to open the menu bar.
2. Type the menu command shortcut letter.

   For example, to choose Copy in the Edit menu, press Menu followed by the letter "c."

Tip: When the menu bar is open, you can enter a shortcut letter for any menu item in the current application view, not just the ones that appear on the current menu.

## Using text ShortCuts

ShortCuts make entering commonly used words or phrases quick and easy. ShortCuts are similar to the Glossary or Autotext features of some word processors.

Your communicator comes with several predefined ShortCuts, and you can also create your own. Each ShortCut can represent up to 45 characters. For example, you might create a ShortCut for your name, or for the header of a memo. See the section that begins on page 196 to learn about creating your own ShortCuts.

Your communicator includes the following predefined ShortCuts:

| **Entry** | **ShortCut** |
|---|---|
| Date stamp | ds |
| Time stamp | ts |
| Date / time stamp | dts |
| Meeting | me |
| Breakfast | br |
| Lunch | lu |
| Dinner | di |

To use a ShortCut:

1. Type the letter s.
2. Press ListType .
3. Use the scroll buttons to select the ShortCut symbol .

   Note: The ShortCut symbol appears by the cursor to show that you are in ShortCut mode.

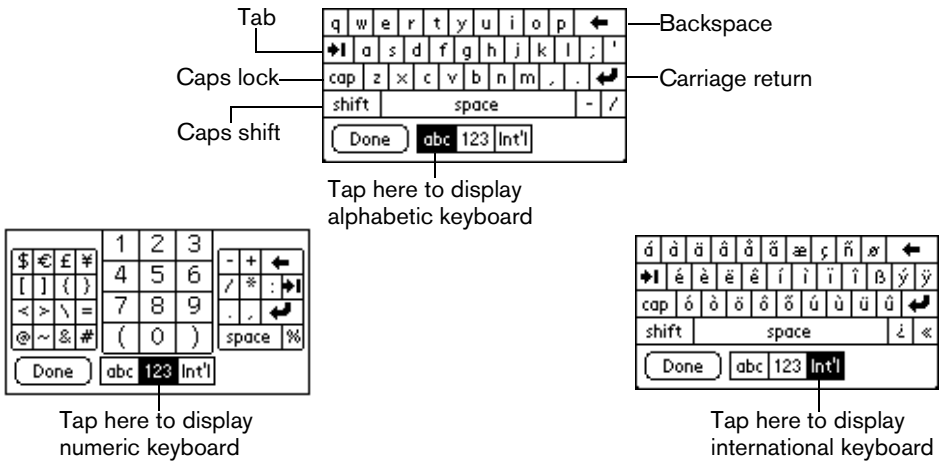
4. Type the ShortCut characters.

# Using the onscreen keyboard

You can open the onscreen keyboard anytime you need to enter text or numbers on your communicator. When used in conjunction with the backlight, the onscreen keyboard is especially useful for typing in the dark.

To use the onscreen keyboard:

1. Open a record in an application that requires you to enter data (such as Memo Pad).
2. Press Menu .
3. Under Edit, select Keyboard (/K).
4. Tap the characters to enter text, numbers, and international characters.




Note: The onscreen keyboard also includes a dialog box for international characters. You can switch among the three dialogs at any time to enter the exact text you need.

5. After you finish, tap Done to close the onscreen keyboard and place the text in the record.

# Using your computer keyboard

Many of the applications on your communicator are available in Palm Desktop software and in most Personal Information Manager (PIM) applications. If you have a lot of data to enter, or prefer to use the computer keyboard, you can use Palm™ Desktop software, or any supported PIM such as Microsoft Outlook, to enter information. You can then perform a HotSync® operation to synchronize the information on your computer with the information on your communicator. See the section that begins on page 76 for details on HotSync operations.

Refer to Palm Desktop online Help or the documentation that came with your PIM software for more information on entering data on your computer.

# Importing data

If you have data stored in computer applications such as spreadsheets and databases, or if you want to import data from another Palm OS® handheld, you can transfer the data to your communicator without having to key it in manually. Save the data in one of the file formats listed below, import it into Palm Desktop software, and then perform a HotSync operation to transfer the data to your communicator.

Palm Desktop software can import data in the following file formats:

- Comma delimited (.csv, .txt): Address and Memo Pad only
- Tab delimited (.tab, .tsv, .txt): Address and Memo Pad only
- CSV (Lotus Organizer 2.x/97 Mapping): Address only
- vCal (.vcs) Date Book only
- vCard (.vcf) Address only
- Date Book archive (.dba)
- Address archive (.aba)
- To Do List archive (.tda)
- Memo Pad archive (.mpa)

Archive formats can only be used with Palm Desktop software. Use the archive file formats to share information with other people who use Palm OS handhelds or to create a copy of your important Palm Desktop information.

To import data:

1. Open Palm Desktop software.
2. Click the application into which you want to import data.
3. If you are importing records containing a field with category names, select All in the Category box.

   Be sure that the same categories that appear in the imported file also exist in the application. If the categories do not exist, create them now; otherwise, the records are imported into the Unfiled category.
4. From the File menu, select Import.
5. Select the file you want to import.
6. Click Open.
7. To import data into the correct Palm Desktop fields, drag fields in the left-hand column so that they are opposite the corresponding imported field on the right.
8. If you do not want to import a field, deselect the check box for that field.

9. Click OK.

   The imported data is highlighted in the application.

10. To add the imported data to your communicator, perform a HotSync operation.

See Palm Desktop online Help for more information on importing and exporting data.

Chapter 3

# Managing Your Applications

This chapter explains how to switch between applications on your Treo™ 270 communicator, how to change application settings so they are personalized to your work methods, and how to categorize applications so you view them in related groups.

## Using the Applications Launcher

Your communicator is equipped with a variety of applications. All the applications installed on your communicator appear in the Applications Launcher.

### Opening applications

You can use the Applications Launcher to open any application installed on your communicator. You can also open the four main applications — PhoneBook, Date Book Plus, Blazer® (or another web browser installed by your wireless service provider), and SMS Messaging — with the application buttons on the front panel of your communicator.

Tip: When you press an application button on the front panel of your communicator, you have instant access to the selected application. You don't even need to turn on your communicator first.

In addition to providing a way for you to open applications, the Applications Launcher displays the current time, battery level, wireless signal status, and application category.

To open an application:

1. Press Option and then press Menu to access the Applications Launcher.

2. Tap the icon of the application that you want to open. To see additional applications, press the scroll buttons.

Tip: To find an application quickly, you can type the first letter of its name. The Applications Launcher scrolls to the first application with a name that begins with that letter. You can also create categories and organize your applications by category. See page 40 for details.

## Switching between applications

When working in any application, press Option and then press Menu , or press an application button on the front panel of your communicator to switch to another application. Your communicator automatically saves your work in the current application and displays it when you return to that application.

## Categorizing applications

The category feature enables you to manage the number of application icons that appear onscreen in the Applications Launcher. You can assign an application to a category and then display a single category or all your applications.

### To categorize an application:

1. Press Option and then press Menu to access the Applications Launcher.
2. Press Menu again to open the menus.
3. Under App, select Category (/Y).
4. Tap the pick list next to each application to select a category.

Tip: To create a new category, tap Edit Categories from the pick list. Tap New, enter the category name. Hold Option and press Return twice to add the category.

5. Hold Option and press Return to finish.

### To display applications by category:

1. Press Option and then press Menu to access the Applications Launcher.
2. Do one of the following:

   - Hold Option and press Menu repeatedly to cycle through all your categories.
   - Tap the pick list in the upper-right corner of the screen and select the category you want to display.

# Changing the Applications Launcher display

By default, the Applications Launcher displays each application as an icon. As an alternative, you can choose to show a list of applications. You can also choose to view the same category of applications each time you open the Applications Launcher.

To change the Applications Launcher display:

1. Press Option and then press Menu to access the Applications Launcher.
2. Press Menu again to open the menus.
3. Under Options, select Preferences(/R).
4. Tap the View By pick list and select List.
5. Hold Option and press Return to finish.

To open the Applications Launcher to the last opened category:

1. Press Option and then press Menu to access the Applications Launcher.
2. Press Menu again to open the menus.
3. Under Options, select Preferences (/R).
4. Tap the Remember Last Category check box to select it.
5. Hold Option and press Return to finish.

# Choosing preferences

You can set options that affect an entire application in the application's Preferences dialog box.

To change preferences for an application:

1. Open an application.
2. Press Menu .
3. Under Options, select Preferences (/R).

   Note: Not all applications have a Preferences command.
4. Make changes to the settings.
5. Hold Option and press Return to finish.

# Installing and removing applications

This section explains how to install and remove applications on your communicator and how to remove Palm™ Desktop software from your computer.

## Installing add-on applications

Your communicator comes with the PhoneBook, Date Book Plus, Blazer (or another web browser installed by your wireless service provider), SMS Messaging, To Do List, Memo Pad, Calculator, CityTime, SIM Book, and SIM Services applications installed and ready to use. The Handspring CD-ROM also includes the Expense application that automatically installs during the first HotSync operation and e-mail applications that you can manually install from the CD-ROM.

You can also install additional applications on your communicator, such as business applications, games, and other software. The Install Tool makes it easy to install software on your communicator during a HotSync® operation. There are a variety of third-party applications available for devices that use Palm OS software. To learn more about these applications, go to the web site: www.handspring.com.

When you download an add-on application from the Internet, it is probably in a compressed format such as a .zip or .sit file. If you have a decompression utility on your computer, use it to decompress the .prc and .pdb files inside the compressed file. If you do not have a decompression utility, search the Internet using phrases like 'zip decompression' or 'how to unzip'. This will lead you to various third-party utilities that you can use to decompress any kind of compressed or downloaded file--not just add-ons for your communicator. After you install the utility, you are ready to decompress the add-on application files that you downloaded.

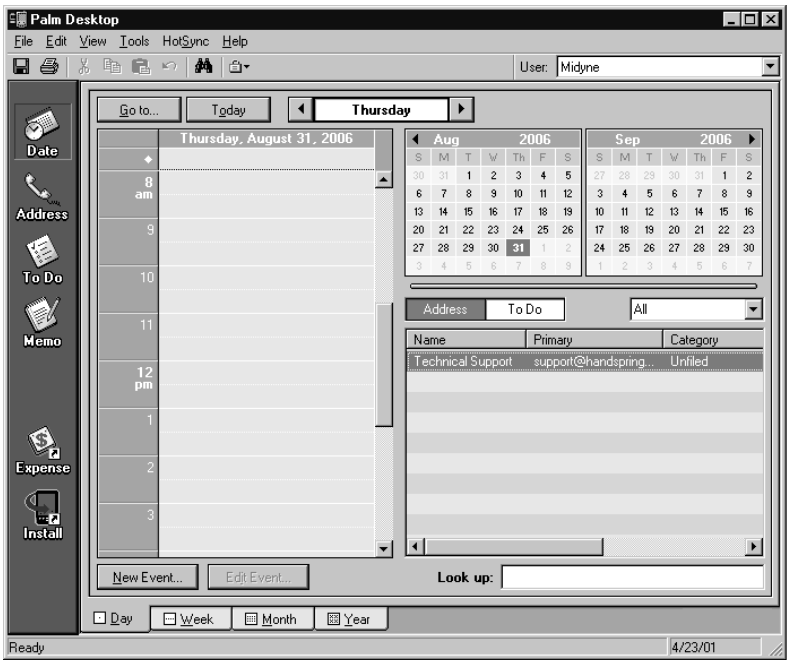
Note: Any applications that you install on your communicator resides in RAM memory; you can delete them at any time.

To install add-on software on your communicator:

1. Copy or download the application you want to install into the add-on folder in your Handspring (or Palm) directory on your computer.

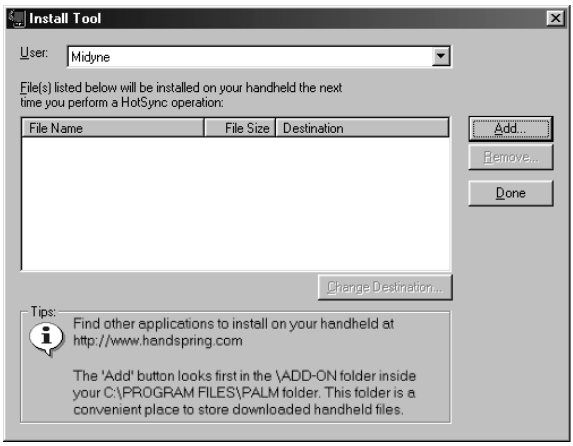
Note: If the software you download is compressed, you need to decompress it into this folder. If you prefer to place the application into another folder, you need to navigate to that folder before you complete step 5.

2. Double-click the Palm Desktop icon on your desktop.



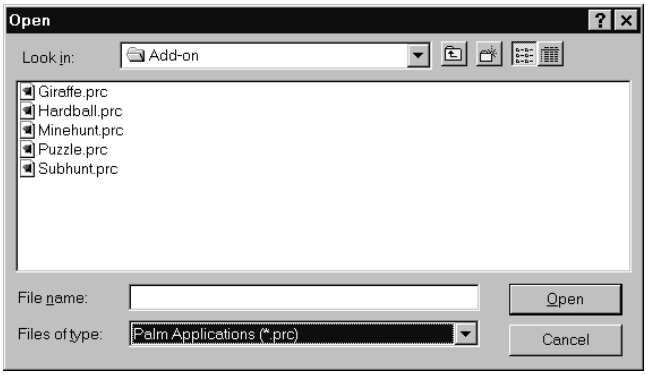

3. Click Install.

Tip: You can also access the Install Tool dialog box by selecting Install Tool under Handspring on the Start menu, or by double-clicking any file with a PRC file extension.


Install Tool
User: Midyne
File(s) listed below will be installed on your handheld the next time you perform a HotSync operation:
File Name File Size Destination
Add...
Remove...
Done
Change Destination...
Tips:
Find other applications to install on your handheld at http://www.handspring.com
The 'Add' button looks first in the \ADD-ON folder inside your C:\PROGRAM FILES\PALM folder. This folder is a convenient place to store downloaded handheld files.

4. In the User drop-down list, select the name that corresponds to your communicator.

5. Click Add.




6. Select the application(s) that you want to install on your communicator.

7. Click Open.

   Note: Review the list of applications you selected in the Install Tool dialog box. If you do not want to install an application, select it, and then click Remove. (This does not remove the application from your computer; it simply removes it from the list of applications to install.)

8. Click Done.

9. Perform a HotSync operation to install the application(s) you selected in step 6. See the section that begins on page 76 for details.

Tip: You can also install an application by simply double-clicking the application's icon.

## Removing applications

In the event that you run out of memory or decide that you no longer need an application you installed, you can remove applications from your communicator. You can remove only add-on applications, patches, and extensions that you install; you cannot remove the applications that reside in the ROM portion of your communicator.

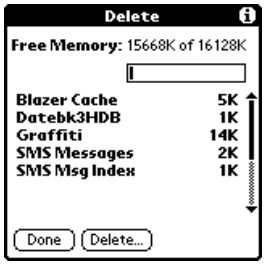
To remove an add-on application:

1. Press Option and then press Menu to access the Applications Launcher.

2. Press Menu again to open the menus.

3. Under App, select Delete (/D).

4. Tap the application that you want to remove.




5. Tap Delete.
6. Hold Option and press Return twice to finish.
7. Check the Backup folder (under your user name folder in the Handspring or Palm folder) on your computer. If you find a PRC file for the application you just removed, delete the PRC file from the Backup folder.

   Tip: If you installed Palm Desktop software for the first time when you purchased your Treo communicator, the Palm Desktop software is located in the Handspring folder. If you upgraded from a previous version of Palm Desktop software, these files are most likely located in the Palm folder.

## Removing Palm Desktop software

Removing Palm Desktop software also removes HotSync Manager. If you remove this software from your computer, you cannot synchronize your data. So, we highly recommend leaving Palm Desktop software on your computer.

To remove Palm Desktop software:

1. From the Windows Start menu, choose Programs, Handspring (or Palm) and then Uninstall.
2. Click Yes to uninstall the software.

# Security

Your communicator comes with a Security application so that unauthorized users cannot view the entries you wish to protect.

Note: To access the Security application, you must first select either the All or System category from the Applications Launcher.

## In Security, you can do the following:

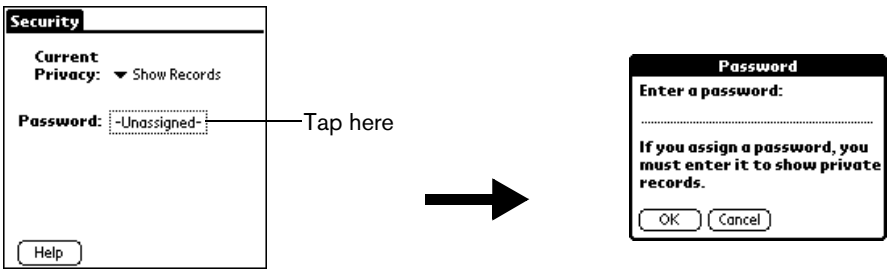
- Mask or hide entries you define as private. The Mask option displays a gray bar over private records, and the Hide option completely removes (hides) private records. See the section that begins on page 73 for more information.
- Assign a password to the Security viewing options. Assigning a password requires you to enter a password to view masked or hidden private entries; not assigning a password enables you (or anyone else) to view individual masked private entries by tapping them, and to view all hidden or masked private entries by selecting Show Records in the Security dialog box.

## Assigning a password

You can assign a password to protect your private records.

To assign a password:

1. Press Option and then press Menu to access the Applications Launcher.
2. Tap the Security icon.
3. Tap the Password box.
4. Enter a password.
5. Hold Option and press Return.



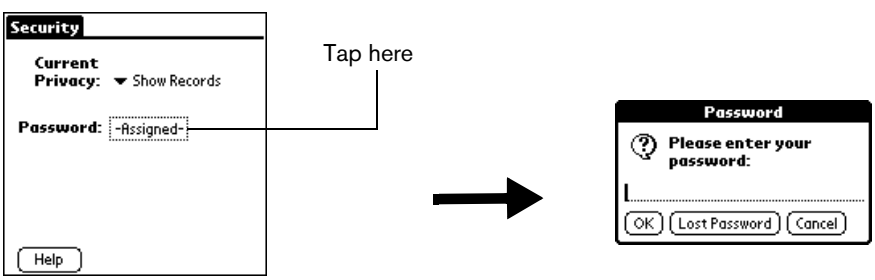

6. Enter the *same* password a second time.
7. Hold Option and press Return to finish.

## Changing or deleting a password

Once you define a password for your communicator, you can change or delete it at any time. You must enter the current password before you can change or delete it.

To change or delete your password:

1. Tap the Password box.
2. Enter the current password.




3. Hold Option and press Return.

4. Do one of the following:

   - To change the password, enter the new password, and hold Option and press Return .
   - To delete the password, tap Delete.

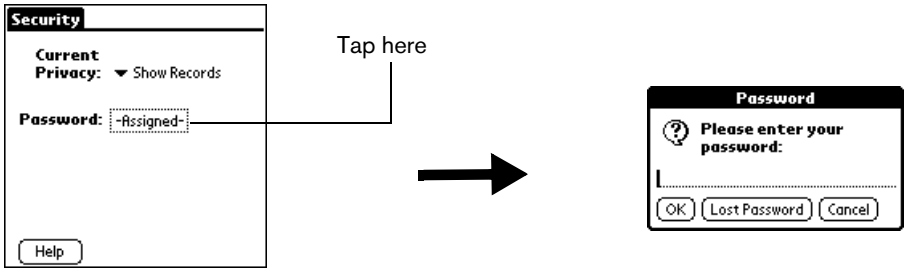
## Recovering from a forgotten password

If you forget your password, you can delete the password from your communicator. Deleting a forgotten password also deletes all entries and files marked as Private.

Important: If you synchronize with your computer before deleting a forgotten password, your communicator restores your private entries the next time you perform a HotSync operation, but it does not restore the password.

### To delete a forgotten password:

1. Tap the Password box.
2. Tap Lost Password.




3. Hold Option and press Return for Yes.

Chapter 4

# Applications Overview

This chapter briefly describes each application and how to open it. Your Treo™ 270 communicator comes with these applications already installed:

- PhoneBook
- Date Book Plus
- Blazer®
- SMS Messaging
- To Do List
- Memo Pad
- CityTime
- Calculator
- Expense
- SIM Book
- SIM Services

# PhoneBook

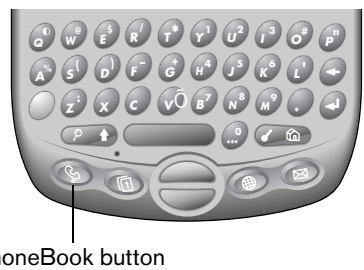
PhoneBook enables you to make and receive telephone calls, and to keep names, addresses, phone numbers, and other information about your personal or business contacts.

## In PhoneBook, you can do the following:

- Store thousands of names, addresses, phone numbers, e-mail addresses, and more, in your Contacts list.
- Create up to 50 speed dial entries.
- Dial numbers from the Dial Pad, your Speed Dial list, your Contacts list, or the Call History list on your communicator.
- Quickly look up, enter, or duplicate names, addresses, phone numbers, and other information.
- Enter up to five phone numbers (home, work, fax, mobile, etc.) or e-mail addresses for each name.
- Attach a note to each Contacts entry, in which you can enter additional information about the entry.
- Assign Contacts entries to categories so that you can organize and view them in logical groups.
- Display a history list of your incoming and outgoing calls.

### To open PhoneBook:

- Press PhoneBook . PhoneBook opens to display the Speed Dial view.




Tip: Press PhoneBook repeatedly to cycle through the Speed Dial, Dial Pad, and Contacts views. Press and hold PhoneBook to redial the last number you called.

# Date Book Plus

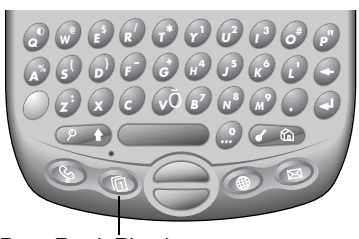
Date Book Plus lets you quickly and easily schedule appointments or any kind of activity associated with a date and/or a time.

## In Date Book Plus, you can do the following:

- Enter a description of your appointment and assign it to a specific time and date.
- Display a chart of your appointments for an entire week to easily spot available times and any potential scheduling overlaps or conflicts, or display descriptions of your appointments for one or two weeks.
- Display a monthly calendar to quickly spot days where you have morning, lunch, or afternoon appointments, or display a calendar for an entire year.
- Display a list of both your appointments and your To Do items.
- Create unscheduled events or To Do items that float from one day to the next until you complete them.
- Create a Daily Journal to track events with automatic time stamps.
- Set an alarm to sound prior to the scheduled activity, and create reminders for events that are based on a particular date, rather than time of day, such as birthdays and anniversaries.
- Attach notes to individual events for a description or clarification of the entry in your Date Book.

### To open Date Book Plus:

- Press Date Book Plus . Date Book Plus opens to today's schedule.




Tip: Press Date Book Plus repeatedly to cycle through the Day, Week, Week with Text, Month, Year, and List views.

# Blazer Web Browser

Blazer is a wireless Internet browser that lets you browse your favorite web sites while you're on the go.

Note: To use Blazer, you must subscribe to GPRS and Internet services from your wireless service provider. If you prefer, you can dial-in to your ISP (Internet Service Provider) account. See page 184 for information on configuring a dial-up service template.

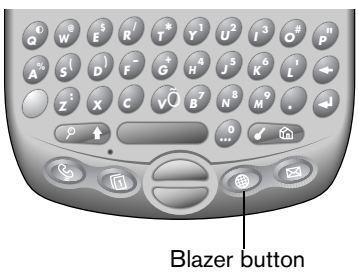
## In Blazer, you can do the following:

- Access the World Wide Web and display Internet content.
- Create up to 100 bookmarks for quick and convenient access to your favorite web sites.
- Navigate between web pages with familiar toolbar icons.

### To open Blazer:

- Press Blazer . Blazer opens to display the Page view.

  Note: If a different application appears when you press Blazer , your wireless service provider installed another application as the default web browser. To launch Blazer, press Option , press Menu , and then tap the Blazer icon .




Tip: Press Blazer repeatedly to toggle between the Page and Bookmark views.

# SMS Messaging

SMS Messaging provides a way for you to exchange short text messages with other people who use GSM mobile phones and subscribe to an SMS service. Some wireless service providers also provide a gateway to communicate with e-mail addresses.

## In SMS Messaging, you can do the following:

- Send and receive short text messages.
- Read incoming messages directly from the Inbox.
- Call phone numbers, browse URLs, and reply to e-mail addresses directly from a message
- Create messages quickly with quick list address selection and boilerplate text.
- Review messages you sent in the Sent folder.

### To open SMS Messaging:

- Press SMS Messaging . SMS Messaging opens to display the Inbox view.

Tip: Press SMS Messaging repeatedly to cycle through the Inbox, Sent, and Pending views. However, if there are no messages in the Pending view, it does not cycle through this view when you press the application button.

# To Do List

To Do List is a convenient place to create reminders and prioritize the things that you have to do.

## In To Do List, you can do the following:

- Make a quick and convenient list of things to do.
- Assign a priority level to each task.
- Assign a due date for any or all of your To Do items.
- Assign To Do items to categories so that you can organize and view them in logical groups.
- Sort your To Do items either by due date, priority level, or category.
- Attach notes to individual To Do items for a description or clarification of the task.

### To open To Do List:

1. Press Option .
2. Press Date Book Plus .

Tip: You can also open To Do List by tapping the To Do List icon in the Applications Launcher.

To Do List displays the category of items you last viewed.

# Memo Pad

Memo Pad provides a place to take notes that are not associated with records in other applications such as Date Book Plus, PhoneBook, or To Do List.

## In Memo Pad, you can do the following:

- Take notes or any kind of message on your communicator.
- Drag and drop memos into popular computer applications like Microsoft Word when you synchronize using Palm™ Desktop software and HotSync® technology.
- Assign memos to categories so that you can organize and view them in logical groups.
- Take down phone numbers and other types of information. Later, you can copy and paste this information to other applications.

### To open Memo Pad:

1. Press Option .
2. Press PhoneBook .

Tip: You can also open Memo Pad by tapping the Memo Pad icon in the Applications Launcher.

Memo Pad displays the category of memos you last viewed.

# CityTime

CityTime helps you keep track of the time anywhere around the globe.

## In CityTime, you can do the following:

- Select a home city as a point of reference.
- Display the day and time in four other cities simultaneously.
- Add a definition for any city that isn't in the default list.
- Display sunrise and sunset information for your home city.

### To open CityTime:

1. Press Option .
2. Press Blazer .

Tip: You can also open CityTime by tapping the CityTime icon in the Applications Launcher.

# Calculator

Calculator enables you to perform addition, subtraction, multiplication, division and a variety of advanced math and scientific calculations.

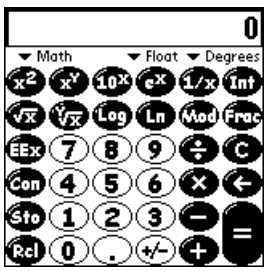
## In Calculator, you can do the following:

- Select a view to perform specific types of calculations including: math, trigonometry, finance, logic, statistics, weight/temp, length, area, and volume.
- Store and retrieve values.
- Display the last series of calculations, which is useful for confirming a series of “chain” calculations.
- Create a custom view with the buttons you use most often.
- Switch to basic mode to perform simple calculations.

### To open Calculator:

1. Press Option .
2. Press SMS Messaging .

Tip: You can also open Calculator by tapping the Calculator icon in the Applications Launcher.




Tip: Hold Option and press SMS Messaging repeatedly to toggle between Basic and Advanced mode.

# Expense

Expense lets you keep track of your expenses and then transfer the information to a spreadsheet on your computer.

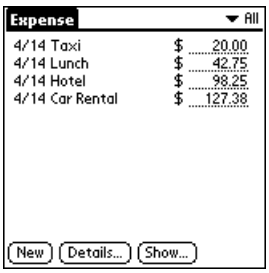
## In Expense, you can do the following:

- Record dates, types of expenses, amount spent, payment method, and other details associated with any money that you spend.
- Assign expense items to categories so that you can organize and view them in logical groups.
- Keep track of vendors (companies) and people involved with each particular expense.
- Log miles traveled for a particular date or expense category.
- Sort your expenses by date or expense type.
- Transfer your expense information to a Microsoft Excel spreadsheet (version 5.0 or later) on your computer. (Microsoft Excel is not included in the Treo communicator package.)

### To open Expense:

1. Press Option .
2. Press Menu .
3. Tap the Expense icon .

   Note: If you do not see the Expense icon, you need to install the Desktop software from the Handspring CD-ROM and perform a HotSync operation to install this application. The Expense application is not pre-installed on your communicator.



# SIM Book

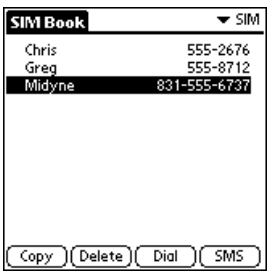
SIM Book enables you to view and manage the phone list on your SIM card.

## In SIM Book, you can do the following:

- Copy entries from your speed dial list to your SIM card so you can access your phone numbers if you move your SIM card to another phone.
- Copy entries from your SIM card to your speed dial list.
- Delete entries from your SIM card.
- Dial entries on your SIM card.

### To open SIM Book:

1. Press Option .
2. Press Menu .
3. Tap the SIM Book icon .



# SIM Services

SIM Services enables you to access applications on your SIM card that are provided by your wireless service provider.

Note: Some wireless service providers do not put applications on the SIM card.

## In SIM Services, you can do the following:

- Access applications from your wireless service provider on your SIM card.

### To open SIM Services

1. Press Option .
2. Press Menu .
3. Tap the SIM Srvcs icon .

Chapter 5

# Common Tasks

In addition to the wireless communication applications, your Treo™ 270 communicator also includes a full suite of personal information manager (PIM) applications: Date Book Plus, the Contacts view in PhoneBook, To Do List, Memo Pad, and Expense. This chapter provides instructions on how to do tasks that are common to several applications. It's easy to transfer what you learn in one application to the other applications because the structure and behavior of all these applications are quite similar.

Throughout this chapter, the term "record" is used to refer to an individual item in any of the PIM applications: a single Date Book Plus event, Contacts entry in PhoneBook, To Do List item, Memo Pad memo, or Expense item.

## Creating records

You can use the following procedure to create a new record in Date Book Plus, the Contacts view in PhoneBook, To Do List, Memo Pad, and Expense.

To create a record:

1. Open the application in which you want to create a record.
2. Do one of the following:
   - Start entering data (your communicator automatically creates a new record).

     Tip: To create another new record, press the bottom scroll button and begin entering data.
   - In Date Book Plus and Contacts view in PhoneBook only: Press Menu and under Record, select New… (/N).
   - Tap New.
3. In Date Book Plus only: Select start and end times for your event, and then hold Option and press Return.
4. Enter text for the record.

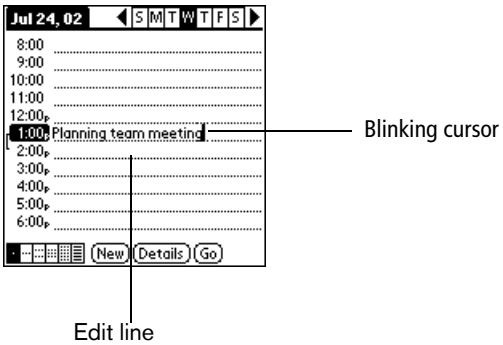
   Note: You do not have to press Shift to capitalize the first letter of the field. Your communicator automatically capitalizes the first letter of each field (except numeric and e-mail fields).
5. Use the scroll buttons, roll the rocker switch or tap a field directly to move between fields.
6. (Optional) Tap Details to select attributes for the record.
7. In Contacts view in PhoneBook only: Hold Option and press Return to finish.

There's no need to save the record because your communicator saves it automatically.

# Editing records

After you create a record, you can change, delete, or enter new text at any time. Two screen features tell you when your communicator is in editing mode:

- A blinking cursor
- One or more edit lines




## Entering text

For information on how to enter text using the keyboard on your communicator, the onscreen keyboard, or the keyboard attached to your computer, see Chapter 2.

## Edit menu

The Edit menu is available with any screen where you enter or edit text. In general, commands available in the Edit menu apply to text that you select (or highlight) in an application.

To select text in an application:

1. Tap the beginning of the text that you want to select.
2. Drag the stylus over the text to highlight it. You can drag across the text to select additional words, or drag down to select a group of lines.

   Tip: To select a word, double-tap the word. To select a whole line, triple-tap the line.

The following commands may appear in an Edit menu:

| | |
|---|---|
| **Undo** | Reverses the action of the last edit command. For example, if you used Cut to remove text, Undo restores the text you removed. Undo also reverses deletions done by using backspace. |
| **Cut** | Removes the selected text and stores it temporarily in the memory of your communicator. You can paste the text you cut into another area of the current application or into a different application. |

| | |
|---|---|
| **Copy** | Copies the selected text and stores it temporarily in the memory of your communicator. You can paste the text that you copy into another area of the current application or into a different application. |
| **Paste** | Inserts the text that you cut or copied at the selected point in a record. The text you paste replaces any selected text. If you did not previously cut or copy text, Paste does nothing. |
| **Select All** | Selects all of the text in the current record or screen. This enables you to cut or copy all of the text and paste it elsewhere. |
| **Keyboard** | Opens the onscreen keyboard. When you finish with the onscreen keyboard, hold Option and press Return to finish. |
| **Keyboard Help** | Opens screens that show many keyboard shortcuts and the base characters associated with symbols and other extended characters. Use this command anytime you need forget how to do something with the keyboard. |

# Deleting records

To delete a record in any of the PIM applications:

1. Select the record you want to delete.
2. Press Menu .
3. Under Record, select the Delete command (/D):

   Date Book Plus: Delete Item

   Contacts view in PhoneBook: Delete Contact

   To Do List: Delete Item

   Memo Pad: Delete Memo

   Expense: Delete Item

   A confirmation dialog box appears. If you want to save a copy of the deleted item to an archive file in Palm Desktop software, be sure that the check box is checked. If you don't want to save a copy, tap the check box to remove the check.

4. Hold Option and press Return to finish.

If you choose to save a copy of the selected item, your communicator transfers it to the archive file on your desktop the next time you perform a HotSync operation.

## Other ways to delete records

You can also delete records in the following ways:

- In the Details dialog box of the application, tap Delete, and then hold Option and press Return to finish.
- Delete the text of the record.

  Note: In Date Book Plus, if you delete the text of a repeating event, you delete all instances of that event.

# Purging records

Over time, as you use Date Book Plus, To Do List, and Expense, you'll accumulate records in these applications that have outlived their usefulness. For example, events that occurred months ago remain in the Date Book Plus, and To Do items that you marked as completed remain in the list, as do Expense items.

All these outdated records take up memory on your communicator, so it's a good idea to remove them by using Purge. If you think Date Book Plus or To Do List records might prove useful later, you can purge them from your communicator and save them in an archive file.

Purging is not available in the Contacts view in PhoneBook or in Memo Pad. So you need to delete outdated records from these applications individually.

To purge records:

1. Open the application.
2. Press Menu .
3. Under Record, select Purge (/E).

   A confirmation dialog box appears.

   Date Book Plus: Tap the pick list and select how old a record must be to be purged. Purge deletes repeating events if the last of the series ends before the date that you purge records.

   Date Book Plus, To Do List: If you want to save a copy of the purged records to an archive file on your desktop, be sure that the check box is checked. If you don't want to save a copy, tap the check box to remove the check box.
4. Hold Option and press Return to finish.

If you chose to save a copy of the purged records, your communicator transfers them to an archive file on your desktop the next time you perform a HotSync operation.

Note: Purging does not happen automatically. You must use the Purge command to make it happen.

# Categorizing records

Categorize records in the Contacts view in PhoneBook, To Do List, Memo Pad, and Expense applications so that they are grouped logically and are easy to review. (You can also categorize applications. See page 39 for details.)

When you create a record, your communicator automatically places it in the category that is currently displayed. If the category is All, your communicator assigns it to the Unfiled category. You can leave an entry as Unfiled or assign it to a category at any time.

## System-defined and user-defined categories

By default, your communicator includes system-defined categories, such as All and Unfiled, and user-defined categories, such as Business and Personal.

You cannot modify the system-defined categories, but you can rename and delete the user-defined categories. In addition, you can create your own user-defined categories. You can have a maximum of 15 user-defined categories in each application.

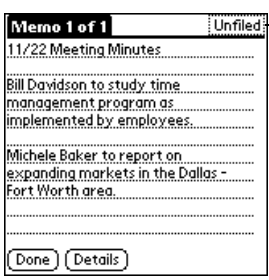
The Contacts view in PhoneBook contains the QuickList user-defined category, in which you can store the names, addresses, and phone numbers you might need in emergencies (doctor, fire department, lawyer, etc.).

Expense contains two user-defined categories, New York and Paris, to show how you might sort your expenses for different business trips.

Note: The illustrations in this section come from Memo Pad, but you can use these procedures in all the applications in which categories are available. Categories are not available in Date Book Plus.

To move a record into a category:

1. Open the record you want to categorize.
2. In Contacts view in PhoneBook only: Press Menu , and under Record, select Edit Contact (/E).
3. In the record view, tap the Category list to display the list of available categories.

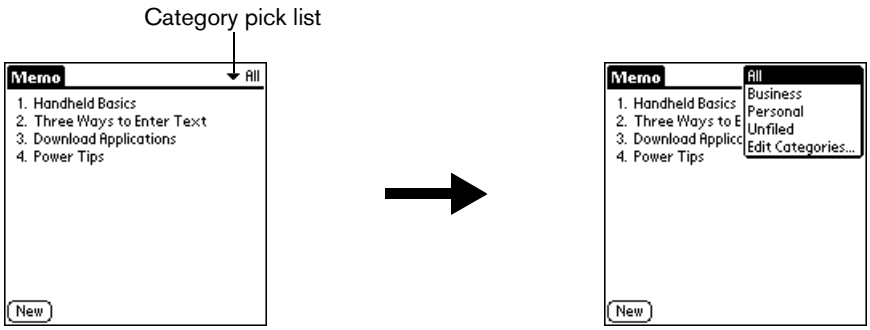

Memo 1 of 1
Unfiled
11/22 Meeting Minutes
Bill Davidson to study time management program as implemented by employees.
Michele Baker to report on expanding markets in the Dallas - Fort Worth area.
Done
Details
Category list

4. Select the category for the record.

Tip: You can also assign a record to a category by tapping the Details button, selecting a category from the Category pick list in the Details dialog box, and then holding Option and pressing Return to finish.

To display a category of records:

1. Tap the category pick list in the upper-right corner of the list screen.

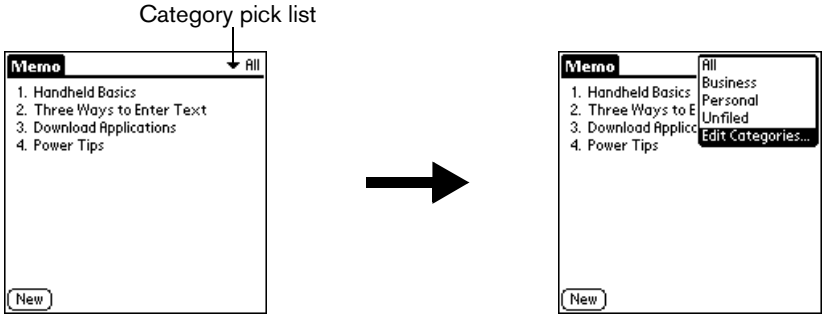



2. Select the category you want to view.

The list screen now displays only the records assigned to that category.

To define a new category:

1. Tap the category pick list in the upper-right corner of the screen.




2. Tap Edit Categories.

3. Tap New.

4. Enter the name of the new category.

5. Hold Option and press Return twice to finish.

You can assign any of your records to the new category.

To rename a category:

1. Tap the category pick list in the upper-right corner of the screen.
2. Tap Edit Categories.
3. Select the category that you want to rename, and then tap Rename.

4. Enter the new name for the category.

5. Hold Option and press Return twice to finish.

Tip: You can group the records in two or more categories into one category by giving the categories the same name. For example, if you change the name of the Personal category to Business, all records formerly in the Personal category appear in the Business category.

# Finding records

Your communicator offers several ways to find information quickly:

- All applications: The Find utility locates any text that you specify, always starting with the current application.
- Date Book Plus, To Do List, Memo Pad: The Phone Number Lookup feature displays the Contacts view in PhoneBook and shows names and phone numbers for entries that have phone numbers. You can add the information that appears in this list to a record.

- PhoneBook: The Instant Lookup feature lets you scroll immediately to a Contacts record in PhoneBook by entering the first few letters of a first or last name, or the first name initial and the first few letters of a last name.
- Expense: The Lookup feature displays the Contacts in PhoneBook that have data in the Company field. You can add these names to a list of attendees associated with an Expense record.

## Looking up Contacts records in PhoneBook

When working with the Contacts view in PhoneBook, the buttons on your communicator make it easy to navigate among your Contacts entries.

- In the Contacts list screen, the scroll buttons move the highlight. Holding Shift and using the scroll buttons moves up or down an entire screen of records. If you press and hold a scroll button, you accelerate the scrolling and display every third screen.
- In the Contact View screen, the scroll buttons move to the previous or next Contacts record.

You can also use the Instant Lookup feature, from any of the PhoneBook views, to quickly scroll to any of your Contacts entries.

### To use Instant Lookup to find a Contacts record:

1. From the Speed Dial or Contacts views in PhoneBook, enter one of the following for the name you want to find:
   - First name initial and last name
   - First name
   - Last name

   For example, entering a “ca” displays “Chris Cadwell,” “David Cagle,” and “Carolyn Malestic” as shown above. Entering “cmal” finds only “Carolyn Malestic.”

2. Use the scroll buttons to select the contact name.
3. Press Return to view the contents of the record.

# Using Find

You can use Find to locate any text that you specify, in any application.

To use Find:

1. Press Option and then press Shift to open the Find dialog box.

   Tip: If you select text in an application before you opening the Find dialog box, the selected text automatically appears in the Find dialog box.

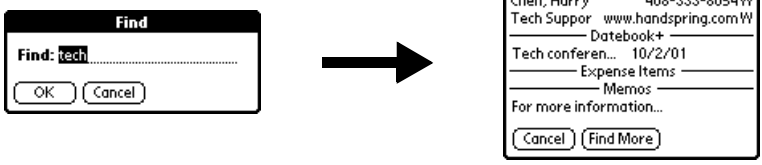
2. Enter the text that you want to find.

   Find is not case-sensitive. For example, searching for the name “davidson” also finds “Davidson.”

   Find locates any word that begin with the text you enter. For example, searching for “plan” finds “planet,” but not “airplane.”

3. Hold Option and press Return to start the search.

   Find searches for the text in all records and all notes.




   As your communicator searches for the text, you can tap Stop at any time. You may want to do this if the entry you want appears before your communicator finishes the search. To continue the search after you tap Stop, tap Find More.

4. Tap the text that you want to review.

# Using Phone Number Lookup

Phone Number Lookup displays the information you entered in the Contacts view in PhoneBook, and it lets you add this information to a record.

To use Phone Number Lookup:

1. Display the record in which you want to insert a phone number. The record can be in Date Book Plus, To Do List, or Memo Pad.

2. Press Menu .

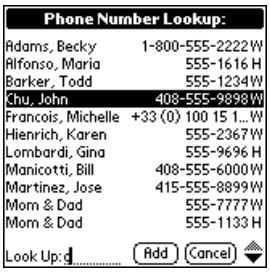
3. Under Options, select Phone Lookup (/L).

4. If your Contacts view in PhoneBook is sorted by last name, begin to spell the last name. If your Contacts are sorted by first name, begin to spell the first name.

Note: The first initial and last name search in the PhoneBook Instant Lookup feature is not available in the Phone Number Lookup feature.

Phone Number Lookup displays records that begin with the letters you enter based on the sort method in your Contacts view in PhoneBook. For example, if your Contacts are sorted by last name and you enter "su," the list displays "John Sung" and "Mario Suarez." If your Contacts are sorted by first name, and your enter "su," the list displays "Susan Smith" and "Suki Sakimoto."

5. Continue to spell the name you're looking for, or when you see the name, scroll to it.




6. Press Space or Return .

The name you selected, along with the other information associated with it, is pasted into the record you selected in step 1.

## Phone Number Lookup tips

You can also enter the keyboard shortcut (/L) to activate the Phone Number Lookup feature in the following circumstances:

- While entering text: For example, if your Contacts view in PhoneBook is sorted by last name and you want to insert the full name and phone number for someone with the last name "Williams," enter "Wi" and then the Phone Number Lookup keyboard shortcut (/L). Assuming you have only one Contacts record with a last name that begins with "Wi," your communicator inserts the full name "Fred Williams" (and its associated information). If you have more than one name that begins with "Wi," the Phone Number Lookup screen appears and highlights the first record that begins with "Wi."
- For selected text: Drag to highlight the text, and then enter the Phone Number Lookup keyboard shortcut (/L). Your communicator replaces the selected text and adds the name and its associated information.

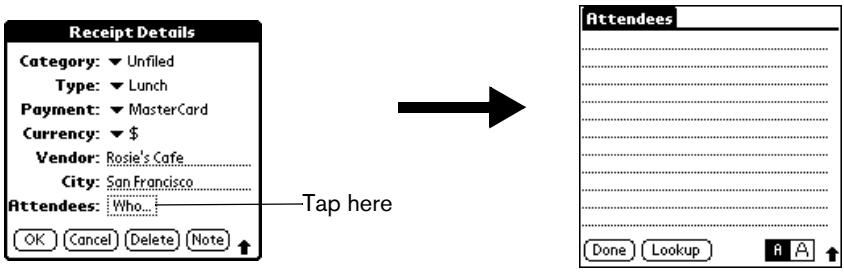
## Looking up names to add to expense records

In Expense, Lookup displays the names of Contacts entries in Phonebook that have data in the Company field. You can add these names to a list of attendees associated with an Expense record.

### To add names to an Expense record:

1. Open the Expense record to which you want to add names.
2. Tap Details.

3. Tap Who.




4. Tap Lookup.

   The Attendees Lookup screen displays all the names of Contacts entries in Phonebook that have data in the Company field.

5. Use the scroll buttons to select the name you want to add.
6. Press Space or Return .

   The name appears in the Attendees screen.

7. Repeat steps 4 through 6 to add more names.
8. Hold Option and press Return twice to finish.

# Sorting lists of records

You can sort lists of records in various ways, depending on the application. Sorting is available in applications that have list screens: Contacts view in PhoneBook, To Do List, Memo Pad, and Expense.

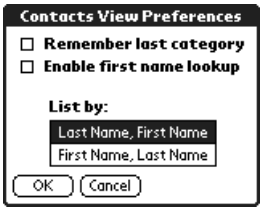
Note: You can also assign records to categories. See page 65 for details.

### To sort records in To Do List and Expense:

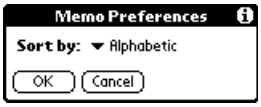
1. Open the application to display the list screen.
2. Tap Show.
3. Tap the Sort by pick list and select an option.
4. Hold Option and press Return to finish.

### To sort records in Contacts view in PhoneBook and Memo Pad:

1. Open the application to display the list screen.
2. Press Menu .
3. Under Options, select Preferences (/R).




Contacts




Memo Pad

4. Do one of the following:

   Contacts view in PhoneBook: Tap the setting you want.

   Memo Pad: Tap the Sort by pick list and select Alphabetic or Manual.

5. Hold Option and press Return to finish.

To sort the Memo list manually, tap and drag a memo to a new location in the list.

Note: To make the list of your memos appear in Palm Desktop software as you manually sorted it on your communicator, open Memo in Palm Desktop software, click Sort by, and then select Order on Handheld.

# Making records private

In all PIM applications, except Expense, you can make individual records private. Private records remain visible and accessible, however, until you select the Security setting to hide or mask all private records. See the section that begins on page 45 for details.

## Hiding and masking private records

You can hide records that you mark as private. When you hide records, they do not appear anywhere in the application. When you mask records, a visual placeholder appears where the record would normally appear. If you define a password, you must enter it to display private records.

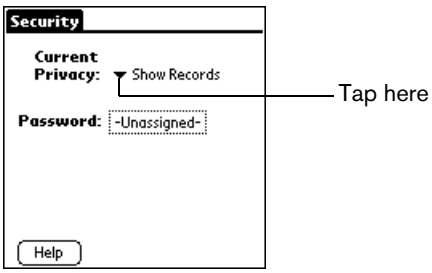
Note: As a security measure, masked Contacts records are temporarily hidden when you search for records. So you will not see a placeholder for these records when viewing the results of a Lookup or Find request.

### To make a record private:

1. Display the entry that you want to make private.
2. Tap Details.
3. Tap the Private check box to select it.
4. Hold Option and press Return to finish.

### To hide or mask all private records:

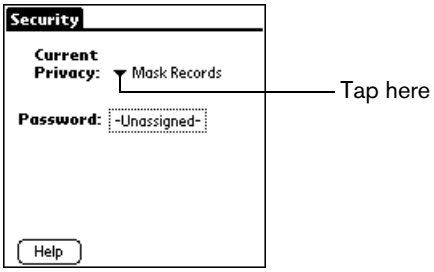
1. Make sure the records you want to mask are marked private.
2. Press Option and then press Menu to access the Applications Launcher.
3. Tap the Security icon.
4. Tap the Current Privacy pick list.




5. Tap either Hide Records or Mask Records.
6. Hold Option and press Return to confirm that you want to change the security setting.

To display all private records:

1. Press Option and then press Menu to access the Applications Launcher.
2. Tap the Security icon.
3. Tap the Current Privacy pick list.



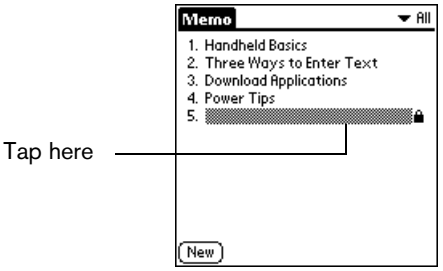

4. Tap Show Records.

   If you do not have a password, private records become visible.

   If you have a password, the Show Private Records dialog box appears. Enter your password in this dialog box, and then hold Option and press Return to finish.

To display a specific masked record:

1. Open the application that contains the record you want to view.
2. Tap the shaded bar that masks the record.




Note: If you have a password, you must enter your password and then hold Option and press Return to view the record.

To display all private records in a specific application:

1. Open the application in which you want to display the records.
2. Press Menu.
3. Under Options, select Security (/H).
4. Tap the Current Privacy pick list.

5. Tap Show Records.
6. Hold Option and press Return to finish.

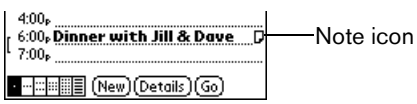
# Attaching notes

In all PIM applications except Memo Pad, you can attach a note to a record. A note can be up to several thousand characters long. For example, for an appointment in Date Book Plus, you can attach a note with directions to the location.

### To attach a note to a record:

1. Display the entry to which you want to add a note.
2. In Contacts view in PhoneBook only: Press Menu , and under Record, select Edit Contact (/E).
3. Tap Details.
4. Tap Note.
5. Enter your note.
6. Hold Option and press Return to finish.

A small note icon appears at the right side of any item that has a note.




### To review or edit a note:

1. Tap the Note icon .

### To delete a note:

1. Tap the Note icon .
2. Tap Delete.
3. Hold Option and press Return for Yes.

# Choosing fonts

In all PIM applications except Expense, you can change the font style to make text easier to read. You can choose a different font style for each application.

Memo 1 of 1
Unfiled
11/22 Meeting Minutes
Bill Davidson to study time management program as implemented by employees.
Michele Baker to report on expanding markets in the Dallas - Fort Worth area.
Done
Details

Small font

Memo 1 of 1
Unfiled
11/22 Meeting Minutes
Bill Davidson to study time management program as implemented by employees.
Michele Baker to report on expanding markets in the Dallas - Fort Worth area.
Done
Details

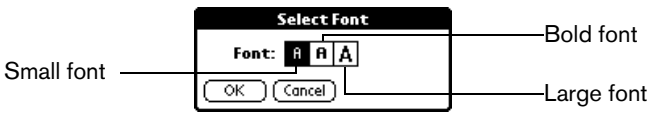
Bold font

Memo 1 of 1
Unfiled
11/22 Meeting Minutes
Bill Davidson to study time management program as implemented by employees.
Michele Baker to report on expanding markets in the
Done
Details

Large font

To change the font style:

1. Open an application.
2. Press Menu .
3. Under Options, select Font (/F).
4. Use the scroll buttons to select the font style you want to use.




5. Hold Option and press Return to finish.

# Exchanging and updating data: HotSync operations

The HotSync process automatically synchronizes — that is, exchanges and updates — data between your communicator and desktop software. Changes you make on your communicator or desktop software appear in both places after a HotSync operation. HotSync technology synchronizes only the needed portions of files, thus reducing synchronization time. You can synchronize your data directly by connecting your communicator to your computer with the HotSync cable or by beaming the data from the IR port on your communicator to the IR port on your computer, or indirectly with a modem or network. See Chapter 8 for information about performing HotSync operations via the IR port, a modem, or a network.

# Performing a HotSync operation for the first time

The first time you synchronize your data, you need to enter user information on both the communicator and Palm Desktop software. After you enter this information and synchronize, the HotSync Manager recognizes your communicator and doesn't ask for this information again.

If you are a System Administrator preparing several communicators for a group of users, you may want to create a user profile. See the section that begins on page 213 before performing the following steps.

Important: You must use the HotSync cable for your first HotSync operation.

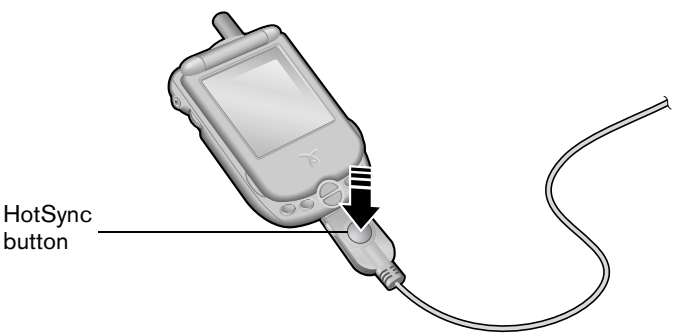
The following steps assume that you have already installed the Palm Desktop software. If you have not installed this software, see page 26 for instructions.

To perform a local HotSync operation:

1. Connect your communicator to the Hotsync cable. See the section that begins on page 24 for details.

2. If the HotSync Manager is not running, start it: On the Windows desktop, click Start, and then choose Programs. Navigate to the Handspring (or Palm) program group and choose HotSync Manager. Alternatively, you can start the Palm Desktop software which automatically opens the HotSync Manager.

3. Press the HotSync button on the cable.




Important: The first time you perform a HotSync operation, you must enter a user name in the New User dialog box and click OK. Every communicator should have a unique name. To prevent loss of a user's records, never try to synchronize more than one communicator to the same user name.

4. From the Select User dialog box, choose the user name you assigned to your communicator.

   The HotSync Progress dialog box appears and synchronization begins.

5. Wait for a message on your communicator indicating that the process is complete.

After the HotSync process is complete, you can remove your communicator from the cable.

# Beaming information

Your communicator is equipped with an IR (infrared) port that you can use to beam information to another Palm OS device that's close by and also has an IR port. The IR port is located on the top of your communicator, between the power button and the ringer switch, behind the small dark shield.

You can beam the following information between Palm OS devices:

- The record currently displayed in Date Book Plus, the Contacts view in PhoneBook, To Do List, or Memo Pad
- All records of the category currently displayed in the Contacts view in PhoneBook, To Do List, or Memo Pad
- A special record in the Contacts view of PhoneBook that you designate as your personal business card, containing information you want to exchange with business contacts
- An application installed in RAM memory

You can also use the infrared port to perform HotSync operations. See the section that begins on page 202 for details.

To select a business card:

1. In the Contacts view in PhoneBook, create an entry that contains the information you want on your personal business card.
2. Press Menu .
3. Under Record, select Select Business Card.
4. Hold Option and press Return for Yes.

To beam a record, business card, or category of records:

1. Locate the record, business card, or category you want to beam.
2. Press Menu .

3. Under Record, select one of the following:

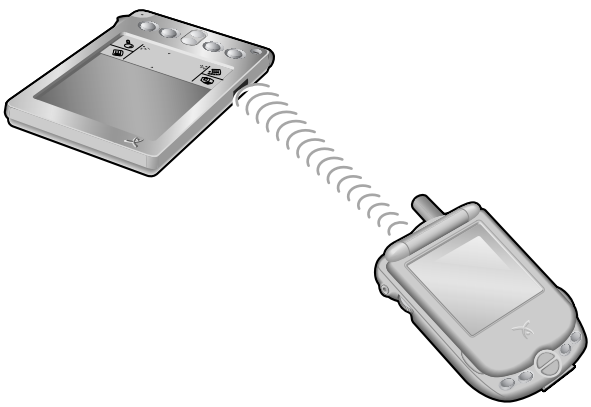
   The Beam command for an individual record (/B)

   In the Contacts view in PhoneBook only: Beam Business Card (/M)

   Beam Category (/Y)

4. When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving communicator.

Tip: For best results, the path between the two devices must be clear of obstacles. If you have difficulty beaming information, see the troubleshooting tips that begin on page 228.



5. Wait for the Beam Status dialog box to indicate that the transfer is complete before you continue working on your communicator.

To beam an application:

1. Press Option and then press Menu to access the Applications Launcher.
2. Press Menu .
3. Under App, select Beam (/B).
4. Tap the application you want to transfer.

   Note: Some applications are copy-protected and cannot be beamed. These are listed with a lock icon next to them.

5. Tap Beam.
6. When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving communicator.
7. Wait for the Beam Status dialog box to indicate that the transfer is complete before you continue working on your communicator.

To receive beamed information:

1. Turn on your communicator.
2. Point the IR port directly at the IR port of the transmitting communicator to open the Beam Status dialog box.
3. When the Beam dialog box appears, select a category for the entry.

   Tip: If you do not select a category the entry is placed in the Unfiled category.

4. Hold Option and press Return for Yes.

   Tip: When you receive beamed information with the lid closed, you don't need to respond to the Beam dialog box; simply press the top scroll button for Yes, or the bottom scroll button for No.

Chapter 6

# Application-Specific Tasks

This chapter is organized by application and gives instructions on how to do tasks that are specific to each of the following applications:

- PhoneBook
- Date Book Plus
- Blazer®
- SMS Messaging
- To Do List
- Memo Pad
- CityTime
- Calculator
- Expense
- SIM Book
- SIM Services

# PhoneBook

PhoneBook is the application where you store name and address information about people or businesses, and where you place and receive telephone calls.

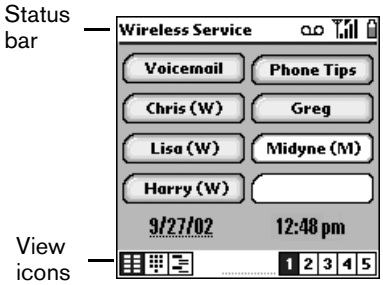
PhoneBook has four main views. You can place and receive calls from within any view, and you can also receive calls when the screen is off (but wireless mode must be on). The sections that follow explain how to use each of these views.

To change the PhoneBook view, do one of the following:

- Repeatedly press PhoneBook to cycle through the views.
- Tap the icons in the lower-left corner of the PhoneBook screen.

Note: The Active Call icon and view appear only after you place an outgoing call or receive an incoming call.

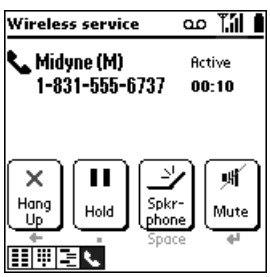
Speed Dial view




Dial Pad view

Contacts view

Active Call view



The status bar at the top of each view provides information about wireless mode on your phone. Several of the following common icons may appear in the status bar:

| | |
|---|---|
| Network Name | Displays the name of your wireless service provider. If you are outside a coverage area, “No service” appears instead. If you are outside your wireless service provider’s coverage area and roaming networks, but a network on which you can place an emergency call is available, “No service - SOS only” appears instead. |
| | Appears when you have new voicemail messages. Your wireless service provider may use a different voicemail notification method that does not include the voicemail notification icon. |
| | Appears when wireless mode is on and you are ***not*** attached to a GPRS network. |
| | Appears when wireless mode is on and you ***are*** attached to a GPRS network. |
| | Appears when you are attached to a class B GPRS network and a data session is active, and you ***can*** still receive calls. |
| | Appears when you are attached to a class C GPRS network and a data session is active, and you ***cannot*** receive calls. |
| | Appears when a circuit-switched data call is in progress, and you ***cannot*** receive calls. |
| | Displays the signal strength. The stronger the signal, the more bars appear. If you are outside a coverage area, no bars appear. |
| | Displays the battery status. As the battery drains, the icon changes from full to empty. |
| | Appears when your communicator is connected to the travel charger and the battery is charging. |

# Using the Speed Dial view

You can store up to 50 phone numbers in the Speed Dial list. There are five pages of numbers that hold ten numbers per page.

Tip: You can keep your Speed Dial list organized by storing different types of numbers on different pages. For example, create separate pages for family, business, friends, and emergency numbers.

## Defining a Speed Dial button

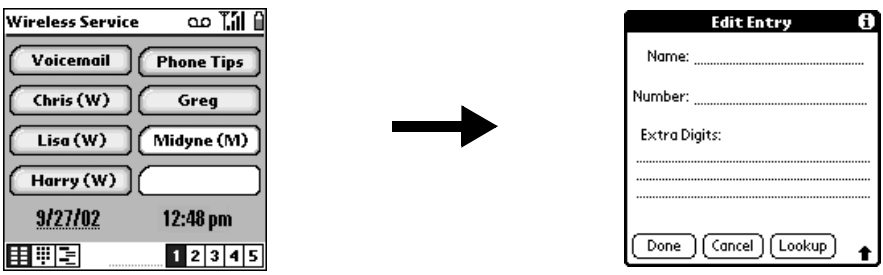
For each Speed Dial button you can assign a name, phone number, and extra digits such as an extension. By default, the first slot on the first Speed Dial page is reserved for your wireless service provider's voicemail service number. If the voicemail number is locked on your SIM card, you cannot delete this entry or change the phone number, but you can move the voicemail entry to another button, rename it, and add Extra digits. If the voicemail number is *not* locked on your SIM card, you can edit the voicemail entry to enter the number.

Additionally, Phone Tips are assigned to the slot on the top right of the first Speed Dial page and the last two slots on the first Speed Dial page are pre-programmed to display the time and date. You can edit, move, or delete these entries as described later in this chapter.

Note: If you are updating the software from an earlier version of the Treo™ 270, the Phone Tips, time, and date buttons will not replace your existing data.

### To define a Speed Dial button:

1. Open the lid or press PhoneBook if you are in another application.
2. Tap a blank Speed Dial button.




3. Enter the Name you want to assign to the button.
4. Press the bottom scroll button to move to the Number field and enter the phone number associated with the button.
5. Press the bottom scroll button to move to the Extra Digits field and enter an extension number or other additional digits if needed.

   Tip: To insert a pause between Extra digits when dialing, enter a comma (,). Each comma represents a one second pause.

6. Hold Option and press Return to finish.

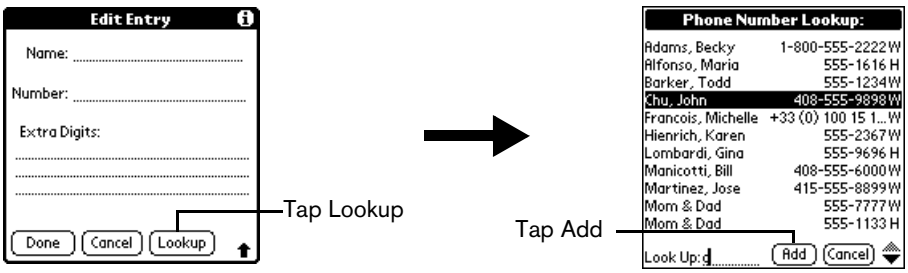
## Adding Contacts list entries to your Speed Dial list

To save time while creating your Speed Dial list, you can add entries from your Contacts list.

### To add an entry from your Contacts list to your Speed Dial list:

1. Tap a blank Speed Dial button.
2. Tap Lookup.

   Tip: You can also use the Phone Number Lookup feature to locate the entry you want to add. See the section that begins on page 69 for details.




3. If your Contacts list is sorted by last name, begin entering the person's last name. If your Contacts list is sorted by first name, begin entering the person's first name. See page103 for information on sorting your Contacts list.
4. Select the entry you want to use and press Return.

   Tip: You can edit the entry by tapping the number or name in the Edit Entry dialog.

5. In the Edit Entry dialog, hold Option and press Return to finish.

## Calling a Speed Dial number

Speed dialing enables you to quickly place a call without entering the number. This is particularly useful for numbers you call often, such as your home or office. You can also call a number in your Speed Dial list using the hands-free headset.

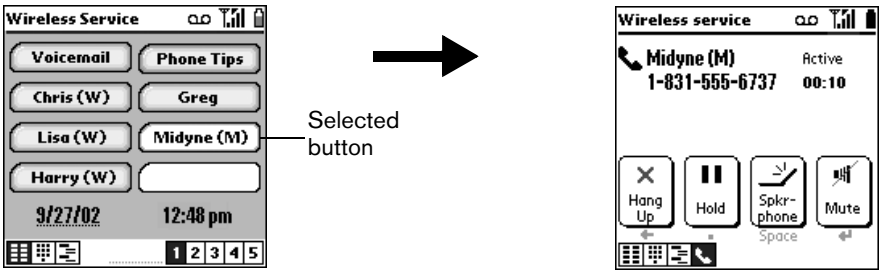
### To dial a number from the Speed Dial view:

1. Make sure wireless mode is on. See page 19 for details.
2. Press PhoneBook.
3. Use the scroll buttons to select the Speed Dial button for the number you want to call.

   Tip: To jump to the next page of Speed Dial buttons, select the first button on the page and press the top scroll button.

4. Press Space to dial.

   Tip: You can also tap the Speed Dial button for the number you want to call, or roll the rocker switch to select the button and then press the rocker switch or Return to dial the number.




Tip: During a call, if you are prompted to enter a menu selection, enter the numbers with the keyboard. If you defined any Extra Digits, such as an extension, tap Extra Digits.

5. Close the lid to end the call.

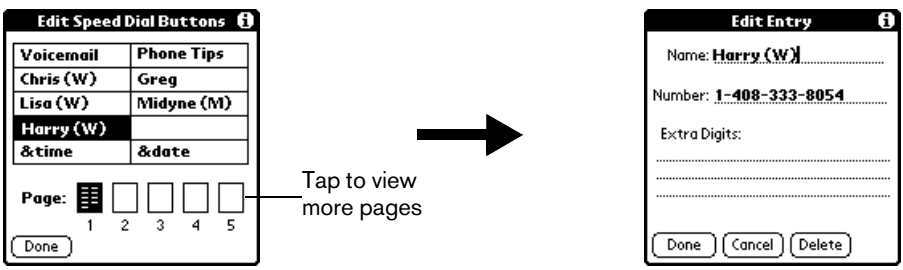
## Changing a Speed Dial entry

You can change any of the information associated with a Speed Dial button.

Note: If the phone number for your wireless service provider's voicemail service is locked on your SIM card, you cannot change this number. You can, however, rename, move, or add Extra Digits to this voicemail entry.

### To change a Speed Dial entry:

1. From the Speed Dial view, press Menu .
2. Under Edit, select Edit Speed Dial (/E).
3. Tap the entry you want to change.




4. In the Edit Entry dialog, enter the new information.
5. Hold Option and press Return twice to save the new information.

## Deleting Speed Dial entries

If your Speed Dial list becomes full, or you no longer need an entry, you can delete it.

Note: You cannot delete the Speed Dial button for your wireless service provider's voicemail service.

### To delete a Speed Dial entry:

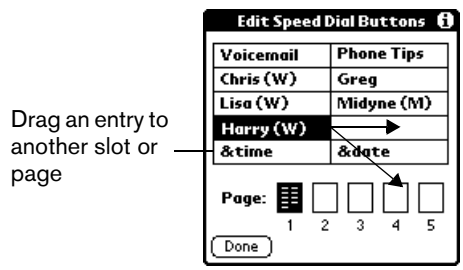
1. From the Speed Dial view, press Menu .
2. Under Edit, select Edit Speed Dial (/E).
3. Tap the entry you want to delete.
4. In the Edit Entry dialog, tap Delete.
5. Hold Option and press Return twice to confirm deletion.

## Arranging the Speed Dial list

As your Speed Dial list grows, you may want to rearrange the entries. For example you might want to store different types of numbers on different pages, or arrange the list alphabetically.

### To arrange the Speed Dial list:

1. From the Speed Dial view, press Menu .
2. Under Edit, select Edit Speed Dial (/E).
3. Drag the entries to the slot where you want them to appear.




Tip: If the new slot is full, the other entries in the column move down one slot, and overflow from the left column moves to the top of the right column. If you drag an entry to a page icon, the entry moves to the first available slot on that page. You cannot drag an entry to a full page.

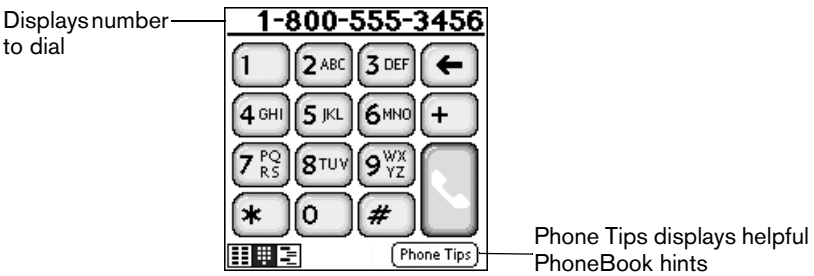
4. Hold Option and press Return to finish.

# Using the Dial Pad view

The Dial Pad view provides access to a more traditional phone interface. You can use this view to dial numbers that are not in your Speed Dial or Contacts list.

### To dial a number with the Dial Pad:

1. Make sure wireless mode is on. See page 19 for details.
2. Press PhoneBook to access the Dial Pad view.
3. Type the number you want to dial on the keyboard number pad.




4. Press Space to dial.
5. Close the lid to end the call.

### Dial Pad Tips:

- You don't need to press before entering the number.
- If you are dialing an international number, enter a + before the country code and phone number to automatically insert the prefix for international calls.
- To display the last ten numbers dialed, press the scroll buttons or roll the rocker switch and then press the rocker switch to dial the selected number.

# Using the Contacts view

The Contacts view is where you store name and address information about people, businesses, and more.

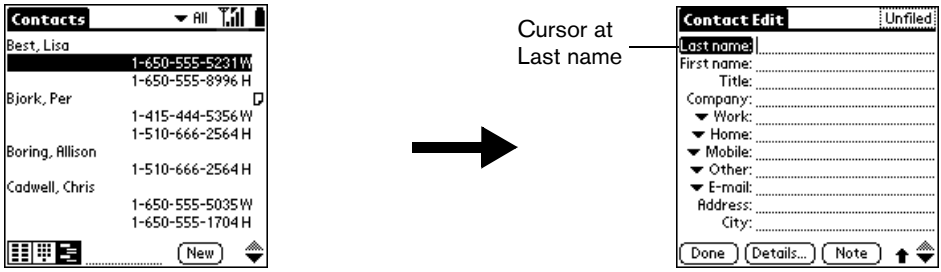
## Creating a Contacts entry

You can create Contacts entries on your communicator, or you can use your desktop software to create entries on your computer and then download the entries to your communicator with your next HotSync operation.

Many desktop software applications also have data import capabilities that enable you to load database files into your Contacts list on your communicator. See the section that begins on page 36 and the online Help for your desktop software for more information.

To create a new Contacts entry:

1. Press PhoneBook repeatedly to access the Contacts view.
2. Press Menu.
3. Under Record, select New Contact (/N).




4. Enter the last name of the person you want to add to your Contacts list.
5. Press the bottom scroll button to move to the First Name field and then enter the person's first name.
6. Press the bottom scroll button to move to other fields and then enter the other information that you want to include in this entry.

   Tip: Hold Shift and use the scroll buttons to move between pages in this entry.

7. After you finish entering information, hold Option and press Return to finish.

Tip: To create an entry that always appears at the top of the Contacts list, begin the Last name or Company field with a symbol, as in *If Found Call*. This entry can contain contact information in case you lose your communicator.

## Duplicating a Contacts entry

You can duplicate existing entries, which can be helpful when you want to enter multiple people from a single organization. When you duplicate an entry, the word Copy appears next to the name in the First Name field.

To duplicate an entry:

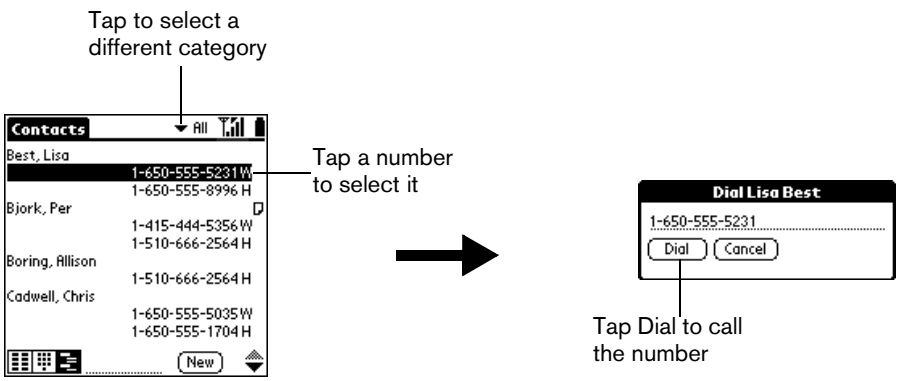
1. From the Contacts view, select the name you want to duplicate.
2. Press Menu .
3. Under Record, and select Duplicate Contact (/T).
4. Edit the entry as necessary.
5. Hold Option and press Return to finish.

## Calling a number in your Contacts list

You can dial any number that you've entered in your Contacts list.

1. Make sure wireless mode is on. See page 19 for details.
2. From the Contacts view, use the Instant Lookup feature to select the number you want to call. See the section that begins on page 68 for details.
3. Press Space to dial.

   Tip: You can also roll the rocker switch to scroll to the number you want to call, and then press the rocker switch to dial the number.




4. Close the lid to end the call.

## Selecting types of phone numbers

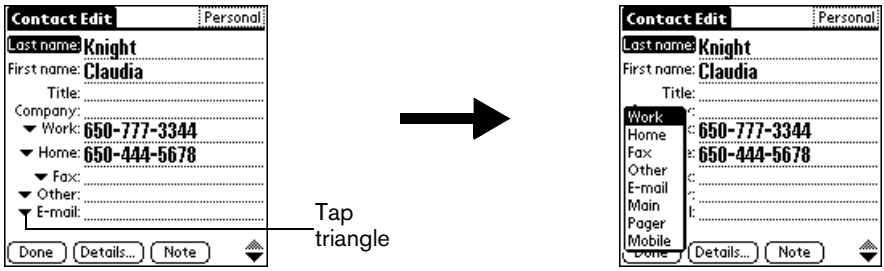
You can select the types of phone numbers or e-mail addresses that you associate with a Contacts entry. Any changes you make apply only to the current entry.

To select other types of phone numbers in an entry:

1. Select the contact name for the entry that you want to change.
2. Press Space to open the entry.
3. Press Menu .

4. Under Record, select Edit Contact (/E).

5. Tap the pick list next to the label you want to change.




6. Select a new label.

7. Hold Option and press Return to finish.

## Changing Contact entry details

The Contact Entry Details dialog box provides a variety of options that you can associate with an entry.

To open the Contact Entry Details dialog box:

1. Select the name for the entry whose details you want to change.

2. Press Space to open the entry.

3. Press Menu .

4. Under Record, select Edit Contact (/E).

5. Press Menu .

6. Under Record, select Details (/E).

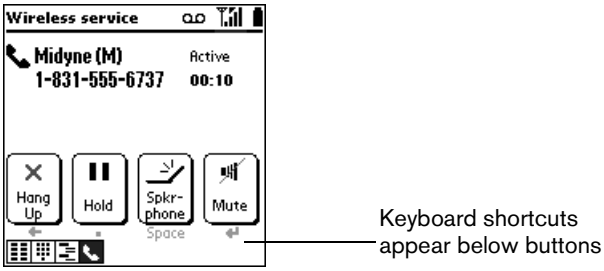
7. Select any of the following settings:

| | |
|---|---|
| **Category** | Assign the entry to a category. |
| **Private** | Hide this entry when Security is turned on. |

8. Hold Option and press Return to finish.

# Using the Active Call view

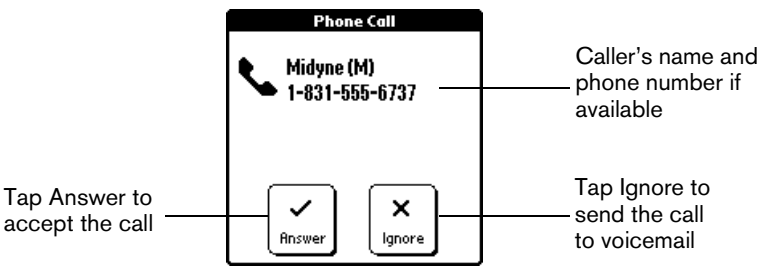
After you dial and establish a connection, or receive an incoming call, the Active Call view icon appears in the lower left corner of the PhoneBook screen, and the Active Call view appears:




Note: If you dialed a Speed Dial entry that includes predefined Extra Digits such as an extension, the Mute button changes to an Extra Digits button. Tap Extra Digits to dial the predefined Extra Digits. If you did not define Extra Digits and need to enter additional numbers, use the keyboard to enter the numbers.

## Receiving Calls

Whenever your communicator's wireless mode is on and you are within a coverage area, you can receive incoming calls. An incoming call turns on your communicator's screen if it is off and displays the following alert:




To answer a call while it is ringing, do any of the following:

- Open the lid if it is closed.
- Tap Answer if the lid is open.
- Press the button on the headset (if it is attached).

To ignore a call and send it directly to voicemail, do any of the following:

- Close the lid if it is open.
- Press the top scroll button.

To silence the ring, do any of the following:

- Press any button on your communicator.
- Slide the ringer switch to the silent position .

  Note: Placing the ringer switch in the silent position turns off all system sounds, including alarms. When you silence the ringer, Date Book Plus alarms vibrate.

To end a call, do any of the following:

- Close the lid (if the headset is not attached).
- Press Backspace .
- Press the button on the headset (if it is attached).
- Tap Hang Up.

## Adjusting call volume

You can adjust the volume level from the Active Call view when a call is in progress.

To adjust the call volume, do one of the following:

- Roll the rocker switch up, or press the top scroll button, to increase the volume.
- Roll the rocker switch down, or press the bottom scroll button, to decrease the volume.

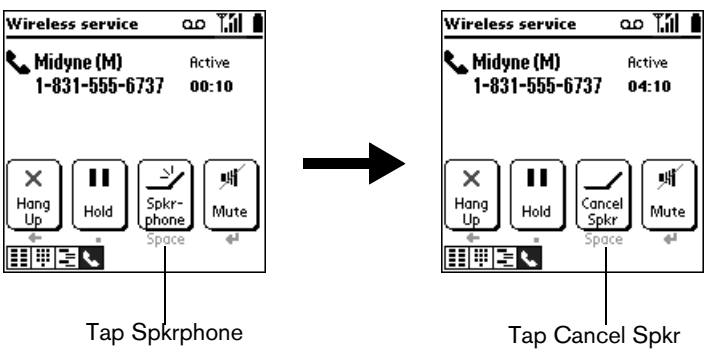
## Using the speakerphone

The speakerphone button enables you to view your communicator screen and use other applications while you're talking on the phone.

Note: The speakerphone feature is optimized for one or two people that are reasonably close to the phone. It is not designed for a conference room or large group. This feature is not available when a headset is attached to your phone.

To use the speakerphone:

1. Place a call.
2. From the Active Call screen, tap Spkrphone.




3. Tap Cancel Spkr to turn off the speakerphone.

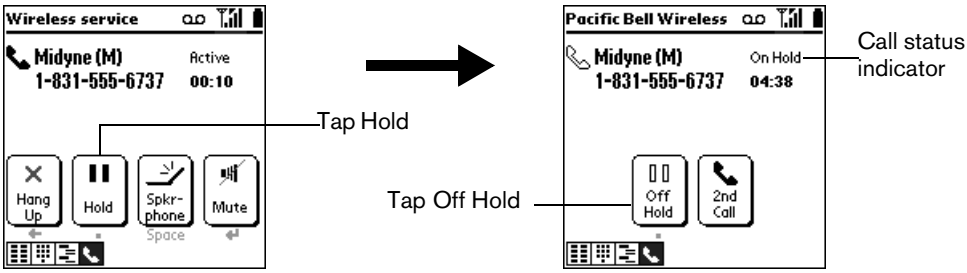
Tip: You can also press Space to toggle the speakerphone on and off.

## Placing calls on hold

You can place an active call on hold while you use other applications on your communicator or complete another task.

### To place a call on hold:

1. Place or answer a call.




2. Tap Hold to place the call on hold.
3. Tap Off Hold to return to the call.

Tip: You can also press Period to toggle Hold on and off.

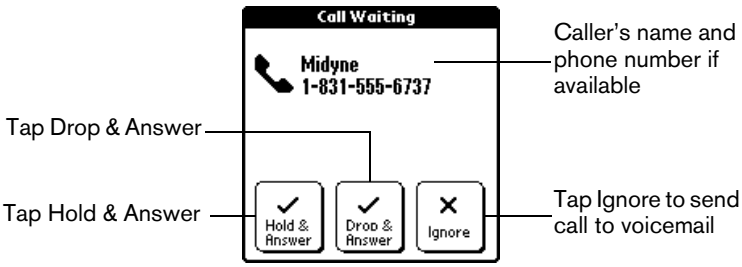
## Handling Multiple Calls

You can use the Active Call view to handle a variety of situations that involve multiple calls. During an active call, you can receive or place another call, switch between two active calls, and create a 3-way conference call. For example, when you're talking to a friend, you can place another call to a restaurant to make dinner reservations, and return to your friend to confirm the time and place. You can also use call waiting to receive an important incoming call while you're already on the phone, and to facilitate 3-way conference calls when you're on the go.

Additionally, you can receive and place calls while transferring data on a GPRS network. The data transfer is temporarily suspended while you complete the call and then resumes automatically if the data transfer completion time has not expired (timed-out). However, note that you cannot initiate a GPRS data session during a call.

### To respond to call waiting, do one of the following:

- Tap Hold & Answer to place the first call on hold and answer the second call.
- Tap Drop & Answer to end the first call and answer the second call.
- Tap Ignore to send the second call to voicemail.
- Press the button on the headset (if it is attached) to place the first call on hold and to answer the second call.




Note: Make sure the Disable Call Waiting option on the Call Preferences screen is off. When this option is off the Disable Call Waiting check box is empty. See the section that begins on page 101 for more information.

To dial another number while a call is in progress:

1. From the Active Call view, repeatedly press PhoneBook to access the view you want to use.

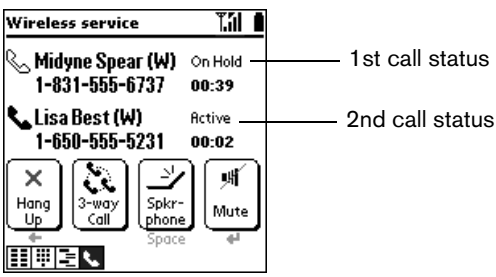
   Tip: You can also tap the Speed Dial, Dial Pad, or Contacts view icons.

2. Dial the number.

3. When the confirmation message appears, hold Option and press Return for Yes.

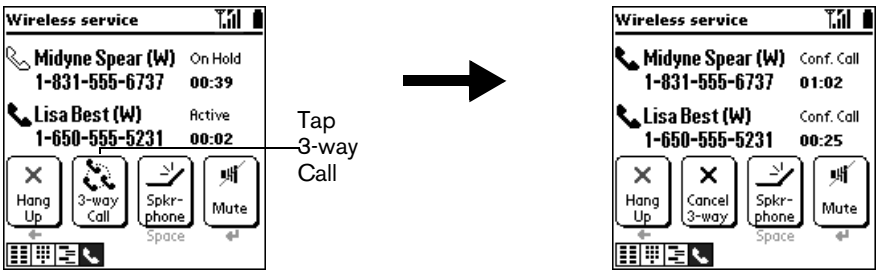
To switch between two active calls, do any of the following:

- Tap the call status line of the call you want to make active.
- Press the button on the headset (if it is attached).



To use 3-way calling:

1. Answer or place two calls.
2. Tap 3-way Call to join the two calls.




3. Tap Cancel 3-way to return to the previous active call and to place the other call on hold, or tap Hang Up to end both calls.

Note: When a 3-way call is active and the headset is attached, pressing the button on the headset places the second call on hold.

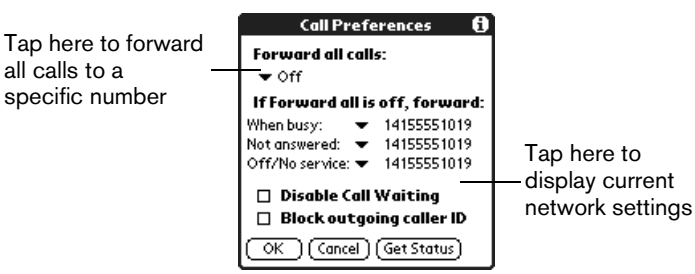
## Forwarding calls

If you need to turn off the wireless mode or know you will be traveling outside a coverage area, you can forward your calls to another number. Keep in mind that your wireless service provider will still charge you for your forwarded calls.

Note: Because call forwarding information is stored by the network, it's a good idea to check the current network settings both before and after you change the call forwarding option.

To forward calls to another number:

1. From the Speed Dial or Dial Pad view, press Menu .
2. Under Options, select Call Preferences (/A).
3. Select the call forwarding option you want to use.




Tip: You can define multiple forwarding numbers. Select Edit numbers from the list to add, change, or delete a number. You can also configure your communicator to forward calls only in special situations, such as when you are busy or outside a coverage area. See Appendix E for details.

4. Hold Option and press Return to finish.

# Other ways to make a call

In addition to using the Speed Dial, Contacts, and Dial Pad views, you can also place calls in the following ways:

- Redialing the last number
- Returning a missed call
- Dialing an emergency number

## Redialing the last number

You can redial the last number you called.

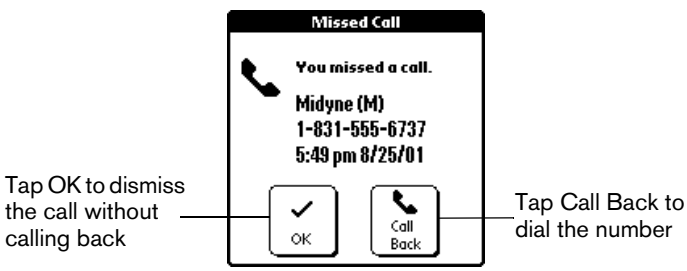
To redial the last number, do one of the following:

- Press and hold PhoneBook for at least one second.
- Press and hold the rocker switch.

## Returning a missed call

When your Treo is on and you remain in a coverage area, any calls you miss appear in the Call History list and you receive a missed call alert message. When your phone is off or you travel outside a coverage area, your calls are forwarded to voicemail and they do not appear in the Call History list.

- If you miss multiple calls, a message appears indicating the number of calls you missed. See page 99 for instructions on calling a number in your Call History list.
- If you miss a single call, the following screen appears:



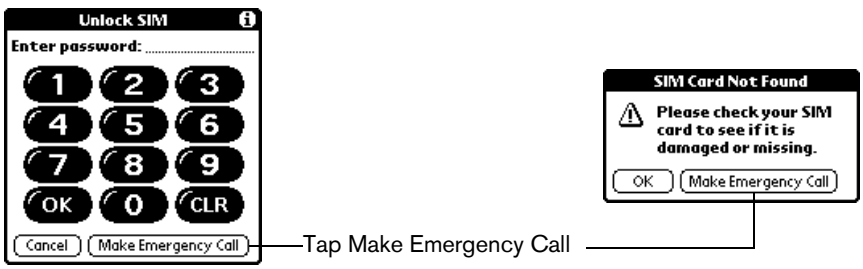

Note: If the caller's phone number is not available, the Call Back button does not appear on the Missed Call screen.

## Calling an emergency number

Your Treo provides easy access to emergency numbers such as 911 in the United States or 112 in Europe. You don't need to unlock your SIM card or even have the SIM card installed to call an emergency number.

To call an emergency number:

1. Make sure wireless mode is on. See page 19 for details.
2. Press PhoneBook .
3. Do one of the following:
   - Dial 911, 112, or the appropriate local emergency number from the Speed Dial or Dial Pad screen.
   - If your SIM card is locked or missing, tap Make Emergency Call from the Unlock SIM or SIM Card Not Found screen.




# Using the Call History list

The Call History list provides quick access to the previous 1,000 incoming and outgoing calls.

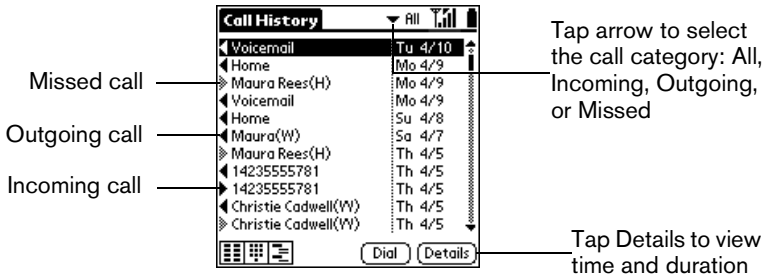
If you miss a call when your Treo is on and you remain in a coverage area, your missed calls appear in the Call History list and you receive a missed call alert message. When your phone is off or you travel outside a coverage area, your missed calls are forwarded to voicemail and they do not appear in the Call History list. Similarly, when your phone is off or you travel outside a coverage area, your wireless service provider stores your text messages until you turn on your phone or return to a coverage area.

## Reviewing Call History

Each item in the Call History list appears with an icon next to it indicating whether it is a Missed call, an incoming call, or an outgoing call. You can display all your calls or one category at a time.

To review Call History:

1. From the Speed Dial, Dial Pad, or Contacts view, press Menu .
2. Under Options, select Call History (/Y).




3. Tap the pick list at the top of the screen to display a specific type of call: Missed, Incoming, or Outgoing.

   Tip: To temporarily store a number in your communicator's memory, press Menu, under Record, select Details (/E), tap Copy Phone #, and then hold Option and press Return to finish. You can now Paste this number into any application on your communicator.

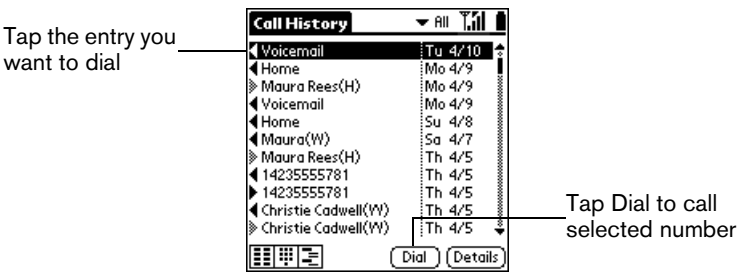
## Calling a number in your Call History list

In addition to viewing a list of your incoming, outgoing, and missed calls, you can use the Call History list to dial any number that appears on this view.

### To dial a number from the Call History list:

1. Make sure wireless mode is on. See page 19 for details.

2. Use the scroll buttons to select the number you want to call.




3. Press Space to dial.

Tip: To add a number to your Contacts or Speed Dial list, press Menu, under Record, select Details (/E), tap Copy Phone #, go to the Contacts or Speed Dial view, and press Menu, under Edit, select Paste (/P) to insert the number.

## Purging Call History

Your Treo continues accumulating Call History information for up to 1,000 calls until you purge the Call History list. To conserve storage space, we recommend that you purge this list periodically.

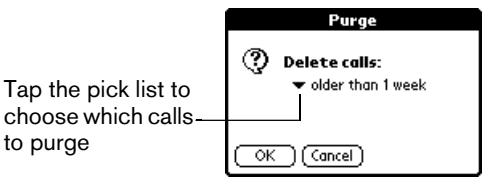
Note: Using the Purge function permanently removes the calls from your communicator. You cannot undo this process to restore the information.

### To purge entries in Call History list:

1. From the Call History list, press Menu .
2. Under Record, select Purge.

   Tip: To delete a specific item, select the item from the Call History list and select Delete Item from the Record menu instead of Purge.

3. Select the purge option you want to use.




4. Hold Option and press Return to finish.

# Barring Calls

You can use call barring to prevent charges for unauthorized incoming and outgoing calls on your communicator.

The call barring settings are stored on your wireless service provider's network, and a copy of the settings is periodically downloaded to your communicator. To confirm that the settings you selected are active, tap Get Status. To change your call barring settings, you must enter a password.

Note: Some wireless service providers do not support all barring options.

### To set call barring options:

1. From any PhoneBook view, press Menu .
2. Under Options, select Call Barring (/L).
3. Hold Option and press Return to access the Call Barring dialog box.

4. Tap the Outgoing pick list and select which type of outbound calls you want to prevent: None, All, International, or International except calls home.

5. Tap the Incoming pick list and select which inbound calls you want to prevent: None, All, Only when roaming.

6. Hold Option and press Return to finish.

7. Enter your password.

   Note: You must obtain your initial call barring password from your wireless service provider.

To change the call barring password:

1. From any PhoneBook view, press Menu .

2. Under Options, select Call Barring (/L).

3. Tap Password.

4. Enter your current call barring password, and then hold Option and press Return to continue.

   Note: You must obtain your initial call barring password from your wireless service provider.

5. Enter your new call barring password, and then hold Option and press Return to continue.

6. Enter your new call barring password a second time, and then hold Option and press Return to finish.

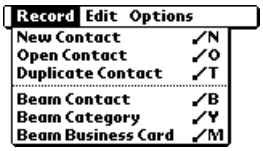
## PhoneBook menus

PhoneBook menus are shown here for your reference, and PhoneBook features that are not explained elsewhere in this guide are described here.

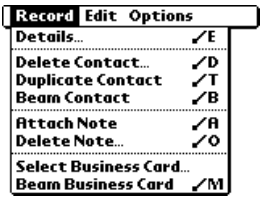
See page 33 for information about choosing menu commands.

The Record and Options menus differ depending on which view is active.

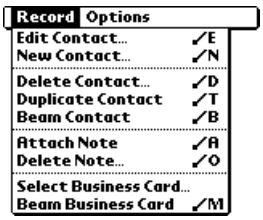
## Record menus



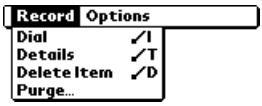

Contacts list view




Contacts edit view

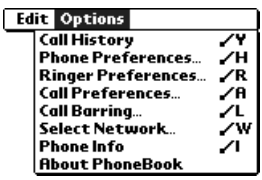



Contacts record view

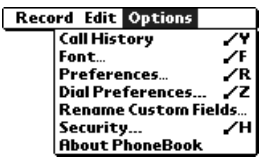



Call History list view

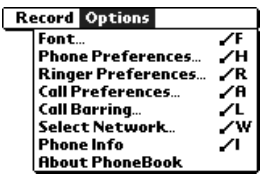
## Options menus




Dial Pad & Speed Dial views




Contacts view



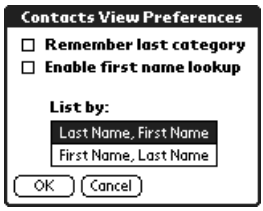

Call History list view

Contacts record & edit views

**Phone Preferences**

Opens a dialog where you can lock your SIM card to prevent unauthorized use of your communicator's wireless mode features.

### Preferences




- Remember last category. Determines how the Contacts list appears when you return to it from another application. If you select this check box, the Contacts list shows the last category you selected. If you clear it, the Contacts list displays the All category.
- Enable first name lookup. Determines whether you can search for Contacts entries by first name. By default, you can search by last name and first initial and last name only, but your searches will be slightly faster.
- List by. Determines how the Contacts entries are sorted in the Contacts view, and also controls the PhoneBook Instant Lookup feature and SMS address lookup options.

### Call Preferences

- Block outgoing caller ID. Determines whether PhoneBook reveals your phone number to the person you're calling. If your service provider supports caller ID blocking, you can prevent revealing your phone number to people you call.
- Get Status. Displays the current call waiting, call blocking, and call forwarding settings stored on your wireless service providers network. Use this button to confirm that the network settings you selected are active.

**Dial Preferences**

- Dial, Email, SMS. Provides third-party applications access to PhoneBook's dialing functions. In most cases you do not need to change these settings.
- Default country. Determines if North American hyphenation conventions are automatically applied to phone numbers, and whether the following two options are available:
  - When dialing, add this area code to 7 digit numbers. Inserts the area code you specify in front of 7-digit numbers before dialing.
  - Always dial 1 in front of the area code. Inserts a 1 in front of 10-digit numbers before dialing.

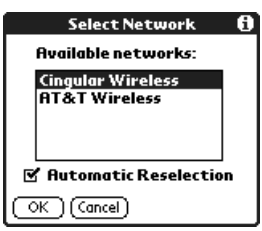
  If you select a country other than United States or Canada, numbers are formatted exactly as they appear in the Contact record.

**Rename Custom Fields**

These custom fields appear at the end of the Contact Edit screen. Rename them to identify the kind of information you enter in them. The names you give the custom fields appear in all Contacts records.

**Select Network**

The Select Network command may not be available for all wireless service providers.



**Select Network** (continued)

- Available networks. Enables you to manually select a network. This is useful when roaming and there are multiple networks available. When you manually select a network, your Treo finds only that network until you either choose another network, or enable Automatic Reselection.
- Automatic Reselection. Enables your Treo to automatically find the most appropriate network the next time you lose and then regain network coverage. If you uncheck this box, your Treo can only find the network you selected in the Available networks list. By default, Automatic Reselection is enabled.

**Phone Info**

- Number: Displays your SIM card's phone number. Some wireless service providers enable you to edit this number, and others do not allow you to access this field.

  Note: Not all wireless service providers include the phone number on the SIM. If the phone number is not on the SIM, this field displays "No number on SIM" instead of the number.
- IMEI: Displays your communicator's equipment ID number which uniquely identifies your communicator to your mobile service provider's network.
- SA: Displays a proprietary number used by service and support representatives.
- Firmware Rev: Displays the version number for the mobile communication software on your communicator.
- Software Rev: Displays the version number for the operating system software on your communicator.
- Product Rev: Displays the version number for your communicator.

**About PhoneBook**

Shows version information for PhoneBook.

# Date Book Plus

When you open Date Book Plus, the screen shows the current date and a list of times for a normal business day.

## Working in Day View

Day View shows an hourly calendar for a particular date. If there are events scheduled on that date, they appear in the appropriate time slot.

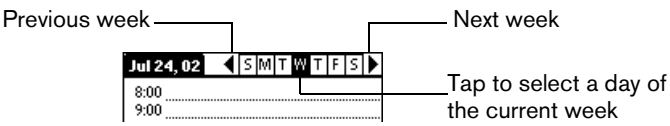
To view or select a date, do one of the following:

- Use the scroll buttons or roll the rocker switch to move forward or backward one day at a time.

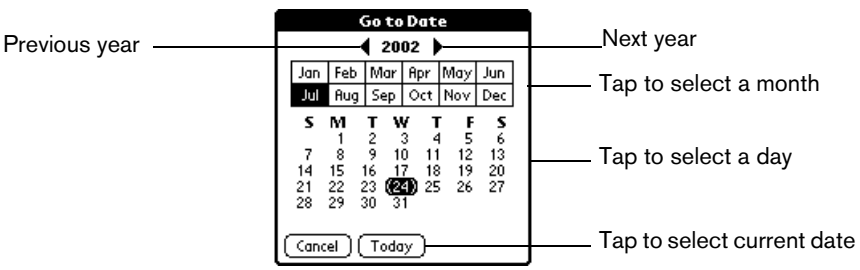
  Note: If you plan to do a lot of scrolling in Date Book Plus while the lid is closed, consider enabling the Scroll before day move option in the Day Options dialog box. See page 121 for details.

- Press Shift and then a scroll button to scroll by weeks.

- Tap the day of the week that you want in the date bar at the top of the screen. If necessary, tap the Previous week or Next week scroll arrows to move to another week.




- Press Menu and under Options select Go to Day (/O). To scroll by days, press a scroll button. To scroll by months, hold Shift and press a scroll button. To scroll by years hold Option and press a scroll button. After you scroll to the date, press Space to select it. You can also type the number of the day or tap the screen to select a date from the calendar.


Previous year
Go to Date
2002
Next year
Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec
S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
Tap to select a month
Tap to select a day
Cancel
Today
Tap to select current date

## Scheduling an event

A record in Date Book Plus is called an "event." An event can be any kind of activity that you associate with a day. You can enter a new event on any of the available time lines. When you schedule an event, its description appears on the time line, and its duration is automatically set to one hour. You can easily change the start time and duration for any event.

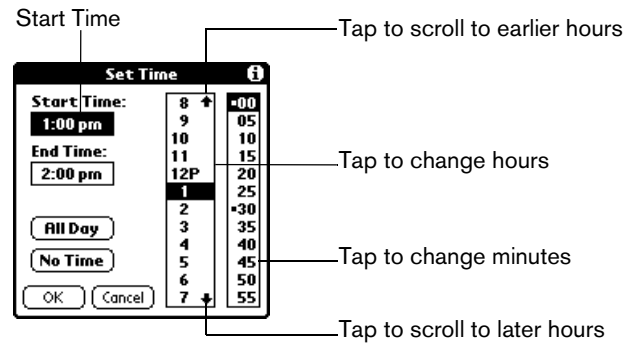
Note: It's possible to schedule events that overlap, but Date Book Plus makes it easy to find such conflicts. See page 116 for details.

You can also schedule events that occur on a particular date but have no specific start or end times, such as birthdays, holidays, and anniversaries. These are referred to as “untimed events.” Untimed events appear at the top of the list of times, marked with a diamond. You can have more than one untimed event on a particular date.

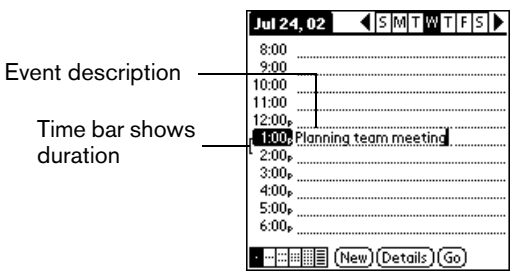
You can also schedule a repeating event, such as a weekly meeting, and continuous events, such as a three-day conference or a vacation.

### To schedule an event:

1. Select the date on which you want to schedule the event as described in the previous section.
2. Type the time the event begins to open the Set Time dialog box. For example, type 4 for 4:00.




3. If the event is longer than an hour, press the bottom scroll button and type the end time.
4. Hold Option and press Return to finish.
5. Enter a description of the event. You can enter up to 255 characters.




6. Tap a blank area of the screen to deselect the event. A vertical line appears next to the time, indicating the duration of the event.

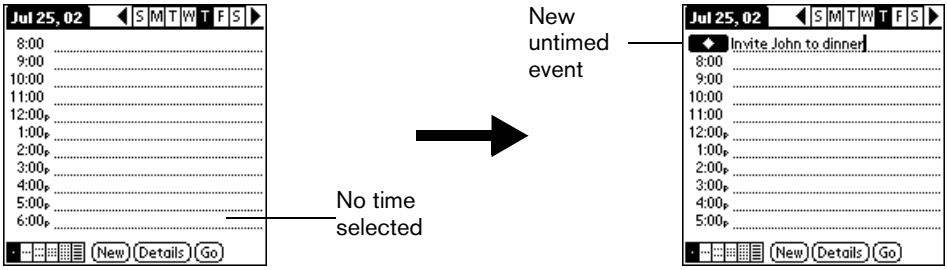
### To schedule an untimed event:

1. Select the date on which you want to schedule the event. See page 106 for details.
2. Press Menu .
3. Under Record, select New Appointment (/N).

4. Hold Option and press Return so that no start or end times are defined for the new event.

Tip: You can also create a new untimed event by making sure no event is selected and then entering a description.

5. Enter a description of the event.




6. Tap a blank area on the screen to deselect the untimed event.

Note: If you create an event and decide later that there is no particular start or end time, you can easily change it to an untimed event. Tap the time of the event in the Date Book Plus screen, tap No Time, and then hold Option and press Return to finish.

## Rescheduling an event

You can easily make changes to your schedule with your communicator.

To reschedule an event:

1. Tap the event you want to reschedule.
2. Tap Details.
3. To change the time, tap the Time box and select a new time.
4. To change the date, tap the Date box and select a new date.
5. Hold Option and press Return to finish.

# Setting an alarm for an event

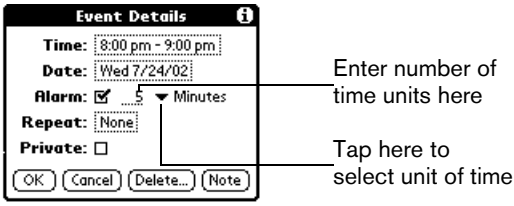
The Alarm setting enables you to set an audible alarm for events in Date Book Plus. You can set an alarm to sound minutes, hours, or days before an event. The default Alarm setting is 5 minutes before the time of the event, but you can change this to any number of minutes, hours, or days.

When you set an alarm, this icon appears to the far right of the event with the alarm. When the alarm tone sounds, a reminder message also appears onscreen.

Note: Make sure the ringer is on. Silencing the ringer turns off all system sounds, including alarms. When you silence the ringer, Date Book Plus alarms vibrate.

### To set an alarm for an event:

1. Tap the event to which you want to assign an alarm.
2. Tap Details.
3. Tap the Alarm check box to select it.
4. Tap the pick list to select Minutes, Hours, or Days.
5. Select the 5 and enter any number from 0 to 99 (inclusive) as the number of time units.




6. Hold Option and press Return to finish.

Alarm for untimed events: You can set a silent alarm for an untimed event. In this case, the alarm triggers at the specified period of minutes, hours, or days before midnight (beginning) of the day of the untimed event. No audible alarm sounds for an untimed event; instead, the reminder message appears onscreen.

For example, you set an alarm for an untimed event that occurs on February 4th. If the alarm is set for 5 minutes, the reminder message appears at 11:55 PM on the night of February 3rd. The reminder remains onscreen until you turn on your communicator and hold Option and press Return to dismiss it.

### To dismiss the alarm reminder, do one of the following:

- Tap 5 min, 10 min, 30 min, or Other to reset the alarm to notify you in a specified period of time.
- Press the top scroll button.

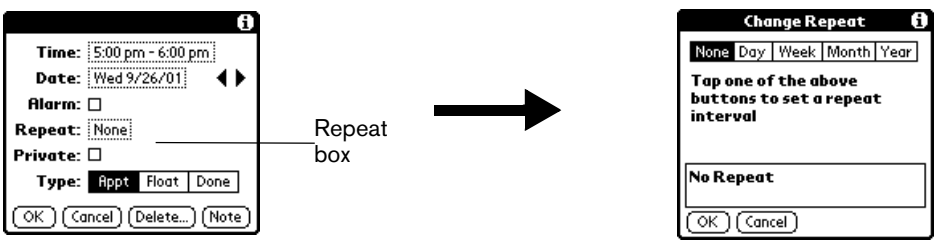
## Scheduling repeating or continuous events

The Repeat function lets you schedule events that recur at regular intervals or extend over a period of consecutive days. A birthday is a good example of an event that repeats annually. Another example is a weekly guitar lesson that falls on the same day of the week and the same time of day.

Typically, a continuous event is an untimed event such as a business trip or a vacation that continues for several days but doesn't occur at a particular time of day.

To schedule a repeating or continuous event:

1. Tap the event.
2. Tap Details.
3. Tap the Repeat box to open the Change Repeat dialog box.




4. Tap Day, Week, Month, or Year to set how often event repeats.

   For a continuous event, tap Day.

5. Enter a number that corresponds to how often you want the event to repeat on the Every line.

   For example, if you select Month and enter the number 2, the event repeats every other month.

6. To specify an end date for the repeating or continuous event, tap the End on pick list and tap Choose Date. Use the date picker to select an end date.

7. Hold Option and press Return to finish.

After you schedule a repeating or continuous event, this icon appears to the far right of the event.

## Changing and deleting repeating or continuous events

If you change or delete a repeating or continuous event you can apply the action to only the current event, to all instances of the event, or to the current event and instances that follow.

To change or delete repeating events:

1. Select the record you want to change or delete.
2. Tap Details.
3. Enter the change.
4. Hold Option and press Return to accept the change, or tap Delete.
5. Tap one of the following:

Repeating Event
Apply this action to the current event only, to all occurrences, or just this and all following occurrences?
Current
All
Following
Cancel

Current. Changes or deletes only the current instance of the repeating event.

All. Changes or deletes all past, current, and future occurrences of this event.

Following. Changes or deletes the current event and all future occurrences of this event.

## Considerations for repeating or continuous events

Keep the following points in mind:

- If you change the start date of a repeating event, your communicator calculates the number of days you moved the event. Your communicator then automatically changes the end date to maintain the duration of the repeating event.
- If you change the repeat interval (e.g., daily to weekly) of a repeating event, past occurrences (prior to the day on which you change the setting) are not changed, and your communicator creates a new repeating event.
- If you change the date of an occurrence of a repeating event (e.g., from January 14th to January 15th) and apply the change to All occurrences, the new date becomes the start date of the repeating event. Your communicator adjusts the end date to maintain the duration of the event. If you apply the change to Current or Future occurrences, past occurrences (prior to the day on which you change the setting) are not changed.
- If you change other repeat settings (e.g., time, alarm, private) of a repeating event and apply the change to Future occurrences, your communicator creates a new event. The start date of this new event is the day on which the setting is changed. Past occurrences (prior to the day of the change) are not changed.
- If you apply a change to a single occurrence of a repeating event (e.g., time), that occurrence no longer shows the Repeat icon .

## Changing the Date Book Plus view

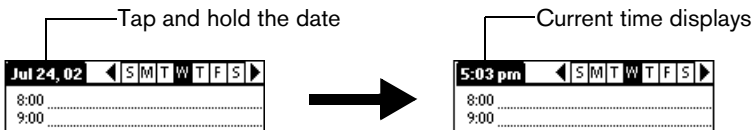
In addition to displaying the calendar for a specific day, you can also display a whole week in graph or text format, a month, a year, or a list of your appointments, as well as the current time.

To cycle through Day, Week, Week with Text, Month, Year, and List views:

- Repeatedly press Date Book Plus to display the next view.

To display the current time:

1. Tap and hold the stylus on the date in the date bar to display the current time.

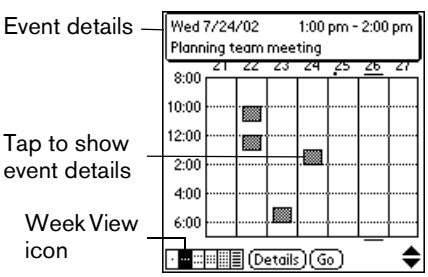


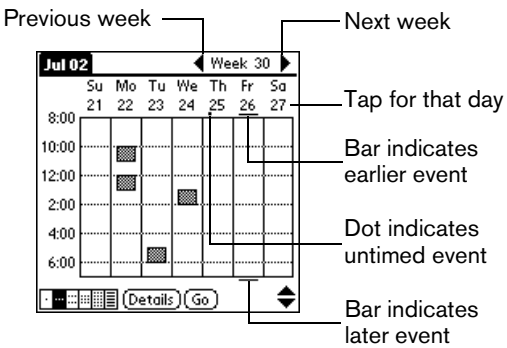

2. Drag the stylus below the date bar and then lift it.

   Note: If you lift the stylus while it is still on the date bar, the menu bar appears.

## Working in Week View

Week View shows the calendar of your events for an entire week. This view lets you quickly review your appointments and available time slots. In addition, the graphical display helps you spot overlaps and conflicts in your schedule.




### Tips for using Week View

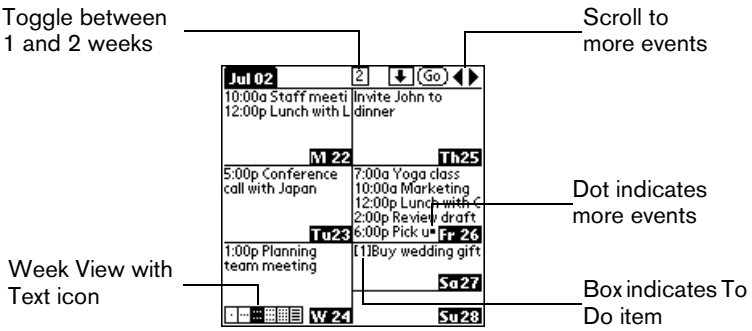
Keep the following points in mind:

- Tap an event to show details for the event.
- Use the scroll buttons or rocker switch to move forward or backward a week at a time.
- To reschedule an event, tap and drag the event to a different time or day.
- Tap a blank time on any day to move to that day and have the time selected for a new event.

- Tap any day or date that appears at the top of the Week View to move directly to that day without selecting an event.
- The Week View shows the time span defined by the Start Time and End Time in the Date Book Plus Preferences settings. If you have an event before or after this time span, a bar appears at the top or bottom of that day's column. Use the onscreen scroll arrows to scroll to the event.

## Working in Week View with Text

The Week View with Text shows an entire week with a description of each scheduled event. This view can display one or two weeks at a time and can include To Do items that are due on the dates shown.



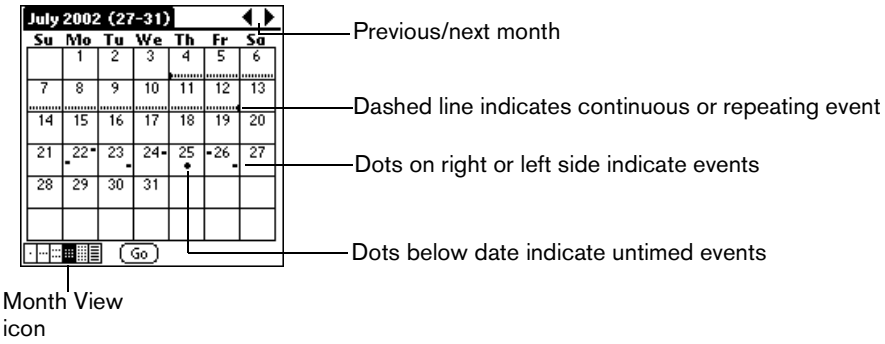

### Tips for using Week View with Text

Keep the following points in mind:

- Tap a day to display that day in the Day View.
- Use the scroll buttons or rocker switch to move between weeks. You can also tap the scroll arrows in the upper-right corner to move forward or backward a week.
- Press Menu , and under Options, select Go to Week (/O). Tap a number to select a different week.
- Tap Go to open the date selector use the scroll buttons to select a week and then hold Option and press Return to finish.
- Tap the number of weeks to toggle between a one week view and a two week view.

# Working in Month View

The Month View screen shows which days have events scheduled. Dots and lines in the Month View indicate events, repeating events, and untimed events.


July 2002 (27-31)
Su Mo Tu We Th Fr Sa
Go
Previous/next month
Dashed line indicates continuous or repeating event
Dots on right or left side indicate events
Dots below date indicate untimed events
Month View icon

You can control the dots and lines that appear in the Month View. See page 119 for details.

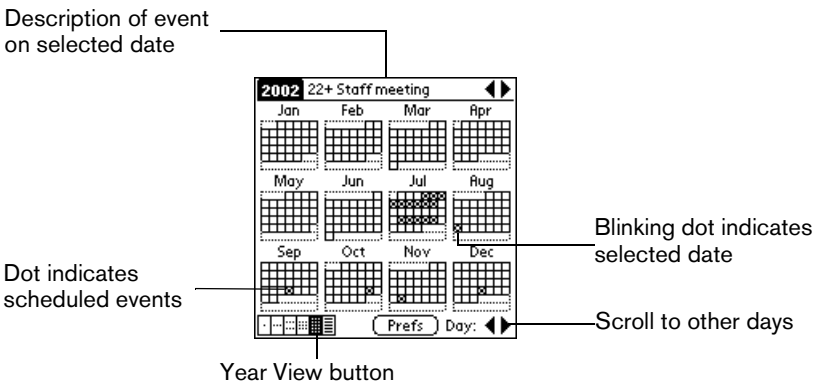
## Tips for using Month View

Keep the following points in mind:

- Tap a day in the Month View to display that day in the Day View.
- Use the scroll buttons or rocker switch to move between months. You can also tap the scroll arrows in the upper-right corner to move forward or backward a month.
- Press Menu , and under Options, select Go to Month (/O) to open the date selector and select a different month.

# Working in Year View

The Year View shows an overview of your calendar for an entire year.


Description of event on selected date
2002 22+ Staff meeting
Jan Feb Mar Apr
May Jun Jul Aug
Sep Oct Nov Dec
Prefs Day:
Blinking dot indicates selected date
Dot indicates scheduled events
Scroll to other days
Year View button

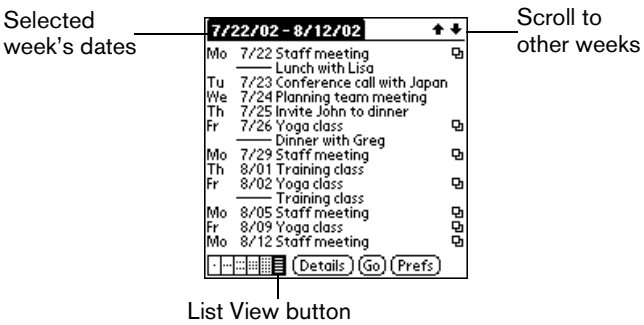
## Tips for using Year View

Keep the following points in mind:

- Tap a day to display the date and events for that day in the title bar. A minus sign indicates only one event is scheduled on that day. A plus sign indicates multiple events are scheduled on that day.
- Use the scroll buttons or rocker switch to move between days. You can also tap the scroll arrows in the lower-right corner to move forward or backward a day.
- Tap the scroll arrows in the upper-right corner to move forward or backward a year.
- Press Menu , and under Options select Year Preferences (/Y) to set display options.

# Working in List View

The List View is a text oriented view that is integrated with To Do List. It displays a list of events and To Do items for the selected week(s).




## Tips for using List View

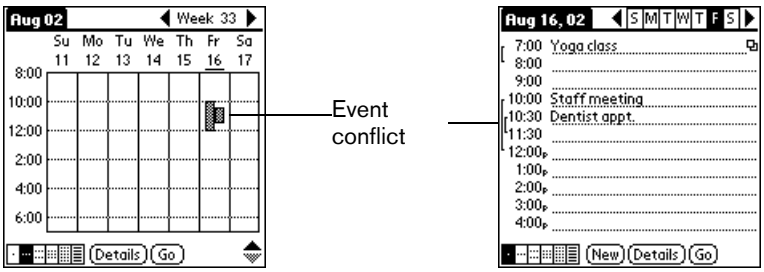
Keep the following points in mind:

- Tap a line to select it. The start and end time display briefly in the title bar. To redisplay the event details, tap to the left of the description.
- Tap the description of the selected line to display the event in Day View.
- Use the scroll buttons or rocker switch to select specific items on the screen. You can also tap the up scroll arrow in the upper-right corner to jump forward by one of the following: 1 Day, 1 Week, 1 Month, or Pick (a specific date). Then tap the scroll arrows to move forward or backward a week.
- Press Menu , and under Options, select Go to Date (/O) to open the date selector and select a different date.
- Press Menu , and under Options, select List View Preferences (/L) to set display options.

## Spotting event conflicts

With the ability to define specific start and end times for any event, it's possible to schedule events that overlap (an event that starts before a previous event finishes).

An event conflict (time overlap) appears in the Week View as overlapping bars. The Day View displays overlapping brackets to the left of the conflicting times.




## Working with floating events

Date Book Plus can include events that are a combination of a To Do item and a Date Book event. These events are called "floating events." Floating events are not assigned to a specific date, but can still be timed or untimed, can have alarms, and can repeat. If a floating event is not completed by midnight, it automatically advances to the next day until you mark it complete.

You can distinguish a floating event from an integrated To Do item by the circle that appears next to the floating event (in place of the To Do item priority number and check box). Floating events appear in alphabetical order at the top of the Day View screen between any integrated To Do items and untimed events.

### To create a floating event:

1. From the Day View, press Menu .
2. Under Record, select New Floating Event.
3. Enter a description of the event.
4. Tap a blank area on the screen to deselect the floating event.

### To mark a floating event complete:

- Tap the circle to the right or left of the event.

### Tips for using floating events:

- To prioritize floating events, enter a number followed by a space or dash as the first few characters of the description.
- To convert an existing event to a floating event, select the event, tap Details, tap Float as the Type, and then hold Option and press Return to finish.
- When you complete a repeating floating event, it marks only the current occurrence of the event as complete.

- Avoid scheduling a floating event that repeats daily. These events can accumulate quickly unless you complete them each day.
- When viewing a floating event in a desktop application, the Note field will contain a series of characters: ##f@@@@@@ for an incomplete event and ##c@@@@@@ for a complete event. Do not remove or edit these characters.

## Working with To Do items

Date Book Plus can create and display To Do items. To Do items appear in priority order at the top of the Day View screen.

To create To Do items in Date Book Plus:

1. From the Day View, press Menu .
2. Under Record, select New To Do (/T).
3. Enter a description of the To Do item.
4. Tap a blank area on the screen to deselect the item.

To mark a To Do item complete:

- Tap the check box next to the item.

### Tips for using To Do items:

- When you create a To Do item in Date Book Plus, the priority and category are based on the settings in the Create Options dialog box. See the section that begins on page 122 for details.
- If a To Do item does not appear in Date Book Plus, confirm that the category assigned to the item is selected. See the section that begins on page 122 for details.
- If you do not complete a To Do item on or before the due date, then an ! (exclamation mark) appears next to the item as a reminder that it is overdue.

## Using the Daily Journal

You can use the Daily Journal feature to record events as they occur. Events are recorded with automatic time-stamping as Date Book Plus Notes so they do not clutter your schedule. The Daily Journal is especially useful for tracking activities such as sales calls, start and end times for consulting or other work, or keeping a record of how you spend your time at the office.

To create a Daily Journal entry:

1. From the Day View, press Menu .
2. Under Record, select New Journal Entry (/J).

   Date Book Plus creates an untimed event, opens a Note for this event, and inserts the current time. If you've already started a journal for the current day, Date Book Plus opens the existing journal and inserts a new entry.
3. Enter a description for the journal entry.
4. Hold Option and press Return to finish.

# Using templates

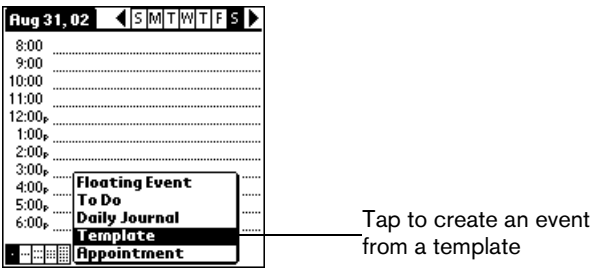
You can use templates to create a list of standard events. You can then select an event from this list and add it to your calendar. Since Date Book Plus saves all the event attributes, including alarms and notes, templates can really save you time when entering reminder notices or events that recur on different days and times.

To create a template:

1. Select the event you want to save as a template.
2. Press Menu .
3. Under Record, select tap Create Template (/V).
4. Hold Option and press Return to finish.

To schedule a template event:

1. Select the date on which you want to schedule the event.
2. From the Day View, tap the time line that corresponds to the beginning of the event.
3. Tap New and select Template from the list.



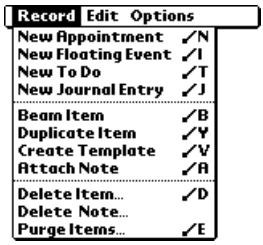

4. Select the event from the Appointment Templates list.
5. Hold Option and press Return to finish.

# Date Book Plus menus

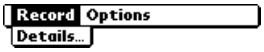
Date Book Plus menus are shown here for your reference, and Date Book Plus features that are not explained elsewhere in this guide are described here.

See page 33 for information about choosing menu commands.

## Record menu




Day View

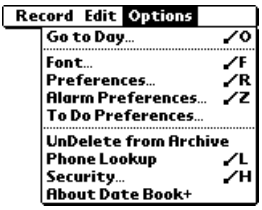



List View

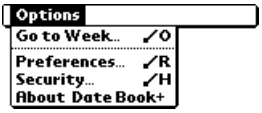
**New To Do** Creates a new To Do item and adds it to your Date Book Plus and To Do List database.

**Duplicate Item** Creates a copy of the selected event and opens the Details dialog box for the new event.

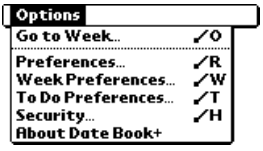
## Options menu



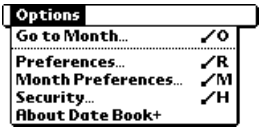

Day View



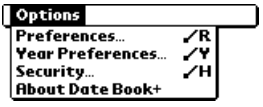

Week View



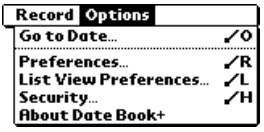

Week View with Text




Month View

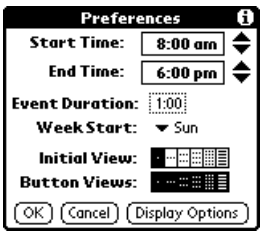



Year View



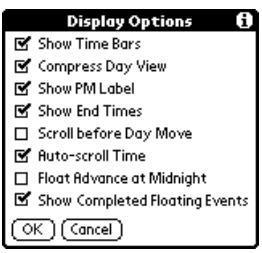

List View

**Preferences (Day View)**




- Start/End Time. Defines the start and end times for Date Book Plus screens. If the time slots you select do not fit on one screen, you can tap the scroll arrows ⬍ to scroll up and down.
- Event Duration. Defines the default duration for new events.
- Week Start. Defines the first day of the week. This setting overrides the System Preferences setting for all Date Book Plus views.
- Initial View. Defines the view that appears when you start Date Book Plus.
- Button Views. Defines which views display when you repeatedly press the Date Book Plus button. By default, all views appear.
- Display Options. Opens the Display Options dialog box where you can define the following options:

**Display Options**




- Show Time Bars. Activates the time bars that appear in the Day View. The time bars show the duration of an event and illustrate event conflicts
- Compress Day View. Controls how times appear in the Day View. When Compress Day View is off, all time slots display. When it is on, start and end times display for each event, but blank time slots toward the bottom of the screen disappear to minimize scrolling.
- Show PM Label. Displays a “p” after PM times.
- Show End Times. Displays all time bars and time slots for end times of an event.

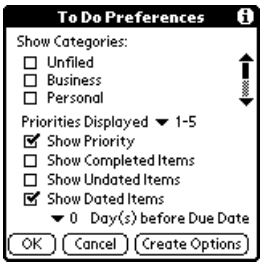
**Display Options** (continued)

- Scroll Before Day Move. Determines whether the front panel scroll buttons will scroll up and down within the current day before scrolling to the previous or next day.
- Auto-scroll Time. Displays events based on the time of day when the Day View contains more than one screen of information.
- Float Advance at Midnight. Advances floating events to the next day at midnight of the current day.
- Show Completed Floating Events. Displays completed floating events.

**Alarm Preferences**

- Alarm Sound. Sets the tone of the alarm.
- Snooze Sound. Sets the tone of the snooze alarm.
- Remind Sound. Sets the tone of the reminder alarm. The reminder alarm sounds when the snooze alarm is not acknowledged.
- Play Sound. Defines how many tones the alarm emits before it stops. The choices are Once, Twice, 3 Times, 5 Times, and 10 Times.
- Repeat Alarm. Defines how many times the alarm repeats when it is not acknowledged. The choices are Once, Twice, 3 Times, 5 Times, 10 Times, and 100 Times.
- Every. Defines how often the alarm sound repeats. The choices are Minute, 5 minutes, 10 minutes, and 30 minutes.
- Alarm Preset. Automatically sets an alarm for each new event. The silent alarm for untimed events is defined by minutes, days, or hours before midnight of the date of the event.

**To Do Preferences**

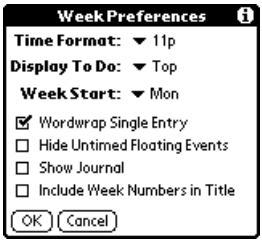



- Show Categories. Displays the To Do items in the categories you select.
- Priorities Displayed. Displays To Do items with the selected priority level. The choices are 1 only, 1-2, 1-3, 1-4, and 1-5.
- Show Priority. Displays the priority level for To Do items.
- Show Completed Items. Displays completed To Do items.
- Show Undated Items. Shows all To Do items that have not been assigned a due date.
- Show Dated Items. Shows all To Do items that have been assigned a due date.
- Days before Due Date. Defines the number of days before the due date that an item will appear in Day View as a To Do item.
- Create Options. Opens the Create Options dialog box where you can select the default priority and category for To Do Items you create in Date Book Plus.

**UnDelete from Archive** Restores the last event you deleted from Date Book Plus (provided it was stored in the Archive file). You can select this command repeatedly to restore additional events.

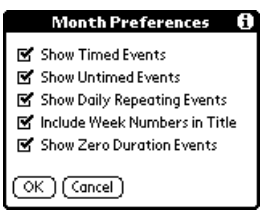
**Go to Week** Enables you to jump to a specific week by tapping the week number in the current year.

### Week Preferences




- Time Format. Defines the format of the time display. The choices are No Time, 11p, 11:30p, 23, 23:30.
- Display To Do. Defines where To Do items will appear on the Date Book Plus screen. The choices are Top, Bottom, and Hide.
- Week Start. Defines the first day of the week for Week View with Text.
- Wordwrap Single Entry. Wraps text in cells that contain a single event to display as much text as will fit in the cell.
- Hide Untimed Floating Events. Removes untimed floating events from the Week View with Text display.
- Show Journal. Displays a Daily Journal entry.
- Include Week Numbers in Title. Displays the selected week number in the title bar.

### Month Preferences




- Show Timed Events. Displays events that you assigned to a specific time.
- Show Untimed Events. Displays events that you assigned to a date, but did not assign to a specific time.
- Show Daily Repeating Events. Displays events that repeat each day.
- Include Week Numbers in Title. Displays week numbers in the title bar for the first and last weeks in the month.
- Show Zero Duration Events. Displays events that have no duration in the Month View display.

**Year Preferences**

- Hide Floating and Done Items. Removes floating events and completed To Do items from the Year View display.
- Hide Untimed Events. Removes untimed events from the Year View display.
- Hide Zero Duration Events. Removes events without a duration from the Year View display.
- Hide Events <. Removes events that are shorter than the time you specify from the Year View display. The choices are 0.5, 1, 2, 4, 8, and 12.
- Hide Daily Repeating Events. Removes events that repeat daily from the Year View display.

**List View Preferences**

- Date Book. Determines which type of events appear in the List View display. The choices are: Appt, Float, Done, Alarms Only, and Repeat events only appear once.
- To Do. Determines which type of To Do items appear in the List View display. The choices are All, Not Complete, Complete, and None. If you choose either Not Complete or Complete, you also have the following choices: Dated & Undated, Dated only, and Undated only.
- Filter by Text. Displays events that contain the text you enter in this field and hides events that do not contain this text.
- Show. Determines the type of information that will appear for each event. The choices are Day Name and Time.

**About Date Book+**

Shows version information for Date Book Plus.

# Blazer

If you can't hold the world in the palm of your hand, at least you can hold the World Wide Web when you use Blazer to browse the Internet on your communicator's screen.

In most cases, your communicator is pre-configured with your wireless service provider's settings. If it is not pre-configured, contact your wireless service provider to obtain the correct settings and follow the instructions on page 184 to configure a new service template.

To use Blazer, you must subscribe to GPRS and Internet services from your wireless service provider. If you prefer, you can dial-in to your ISP (Internet Service Provider) account. However, to use a dial-up connection, your wireless service account must also include circuit switched data (CSD) services. See page 184 for information on configuring a dial-up service template.

## Viewing web pages

You can view web pages whenever you are inside a coverage area. If you are outside a coverage area, you can view web pages that are stored temporarily on your communicator in an area called the "cache." However, if a page stored in the cache has an expiration date and it is past that date, you need to establish an Internet connection to view that page.

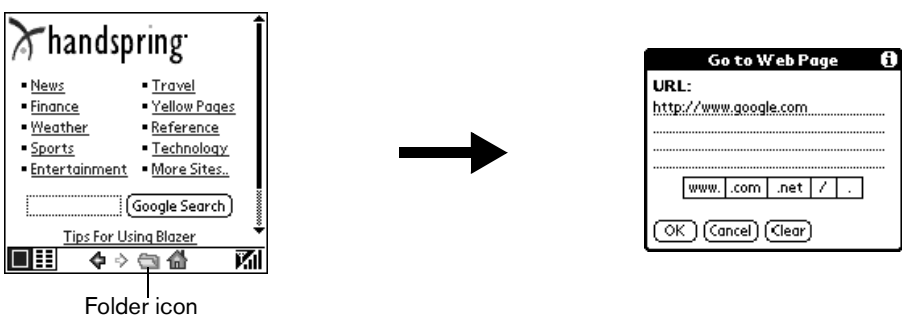
Tip: You can tell whether you are inside a coverage area by looking at the signal strength indicator in the lower right corner of the screen.

To view a web page:

1. Make sure wireless mode is on. See page 19 for details.
2. Press Blazer .

   Note: If a different application appears when you press Blazer , your wireless service provider installed another application as the default web browser. To launch Blazer, press Option , press Menu , and then tap the Blazer icon .
3. Press Menu .
4. Under Go, select Go to Web Page (/G).

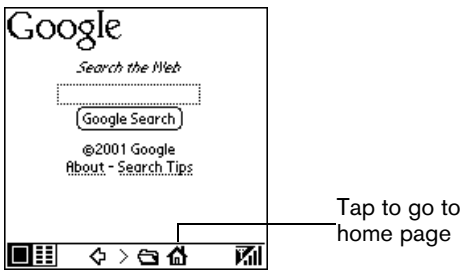
   Tip: You can also tap the Folder icon to open the Go to Web Page dialog box.



5. Enter the URL you want to view.

6. Hold Option and press Return to finish.

   While a page is loading, a Progress icon appears in the lower right corner of the screen. You can tap links to other pages as soon as they appear. You don't need to wait until a page fully loads. To stop loading a page, tap the Stop icon in the lower left corner of the screen.




7. Navigate within a web site, by doing any of the following:

   - To scroll through a page, use the scroll buttons or tap the onscreen arrows or scroll bar (if one appears).
   - To move between elements on a page, such as fields, icons, or buttons, roll the rocker switch or hold Shift and use the scroll buttons.
   - To select an element on a page, move to the element and press the rocker switch or tap the element on the screen.
   - To move to between pages when no elements are highlighted, press Return to move to the next page or Backspace to move to the previous page.

   Tip: To view a list of web sites that are optimized for your communicator, go to the home page, and then tap Directory of Mobile Sites.

# Working with bookmarks

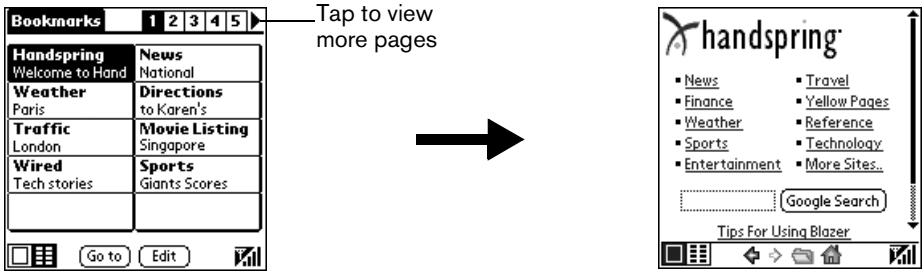
The Bookmark view makes it easy for you to get to web sites you visit often.

## Viewing bookmarked pages

Your communicator may come with a few bookmarks already in place. You can jump directly to any of the predefined bookmarks, or to any pages for which you've created a bookmark.

### To view a bookmark:

1. Make sure wireless mode is on. See page 19 for details.
2. Press Blazer twice to access the Bookmark view .
3. Tap the bookmark you want to view.



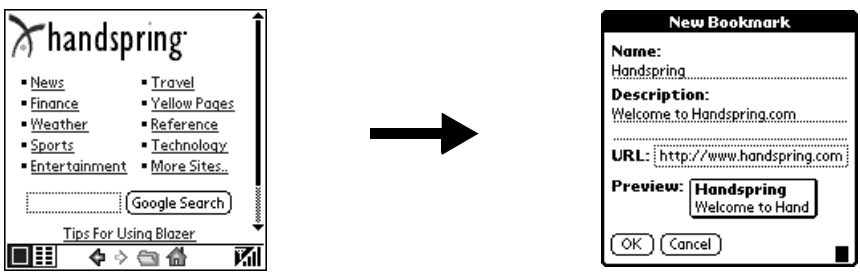

Tip: You can also press the scroll buttons to scroll to other pages, and roll the rocker switch to scroll through the current page. To view the selected page, press the rocker switch.

## Adding bookmarks

You can store up to 100 bookmarks and group them in categories by placing similar links on the same bookmark page. See page 129 for information on creating page categories.

To bookmark the current page:

1. From the Page view, go to the page you want to bookmark.
2. Press Menu .
3. Under Page, select Add Bookmark (/A).




4. Hold Option and press Return to finish.

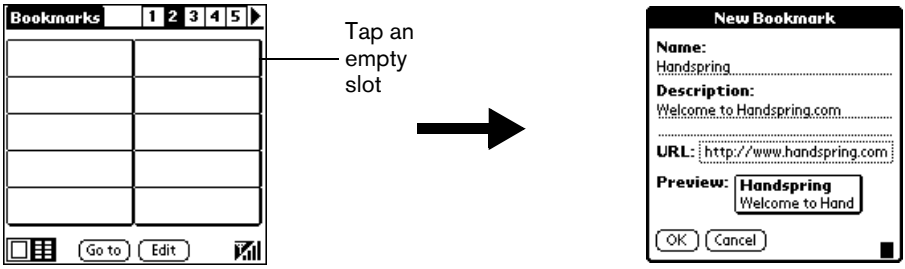
Tip: You can also add a bookmark by tapping an empty bookmark slot in the Bookmark view and entering a Name, Description, and URL for the page you want to bookmark.

To define a bookmark:

1. From the Bookmark view, press Menu .
2. Under Bookmark, select Add Bookmark (/A).

   Tip: You can also open the New Bookmark dialog box by tapping an empty bookmark slot.

3. Enter a Name, Description, and URL for the page you want to bookmark.



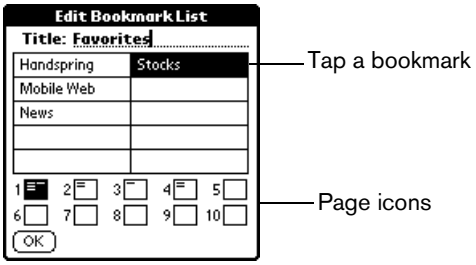

4. Hold Option and press Return to finish.

## Editing bookmarks

You can change the title, description, or URL associated with any of your bookmarks.

To edit a bookmark:

1. From the Bookmark view, press Menu .
2. Under Bookmark, select Edit Bookmark (/E).




3. Tap the page icons to navigate to the page containing the bookmark you want to change.

   Tip: You can enter or change the Title for any bookmark page. Use the page Title to create bookmark categories. For example, if you want to create a page with links to various investments, you might name the page Assets.

4. Tap the bookmark you want to change.
5. Enter the changes.
6. Hold Option and press Return to finish.

## Deleting bookmarks

If your bookmark list becomes full, or you no longer need an entry, you can delete it.

To delete a bookmark:

1. From the Bookmark view, press Menu .
2. Under Bookmark, select Edit Bookmark (/E).
3. Tap the entry you want to delete.
4. In the Edit Bookmark dialog, tap Delete.
5. Hold Option and press Return twice to confirm deletion.

## Arranging your bookmarks

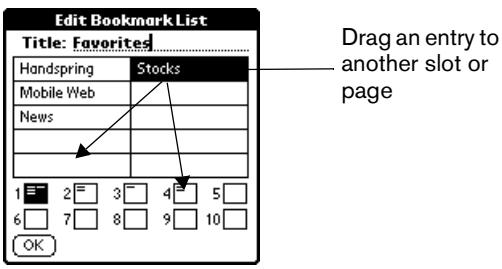
As your bookmark list grows, you may want to rearrange the entries or move entire pages. You can assign a title to each bookmark page and arrange the entries by category. For example, if you want to create a page with links to various sports scores, you might name the page Scores.

To assign page category titles:

1. From the Bookmark view, press Menu .
2. Under Bookmark, select Edit Bookmark (/E).
3. Tap the page icon to which you want to assign a title.
4. Enter the title.
5. Hold Option and press Return to finish.

To rearrange bookmark entries:

1. From the Bookmark view, press Menu .
2. Under Bookmark, select Edit Bookmark (/E).
3. Drag the entries to the slot where you want them to appear.



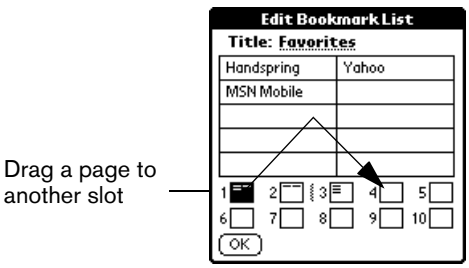

Tip: If the new slot is full, the other entries move down one slot as the rows fill from top to bottom. If you drag an entry to a page icon, the entry moves to the first available slot on that page.

4. Hold Option and press Return to finish.

To rearrange bookmark pages:

1. From the Bookmark view, press Menu .
2. Under Bookmark, select Edit Bookmark (/E).
3. Drag the page to the slot where you want it to appear.

   A grey line appears next to the page when it is in drag mode. When dropping a page on the top row, the grey line appears to the left of the slot where the page will appear. When dropping a page on the bottom row, the grey line appears to the right of the slot where the page will appear.




4. Hold Option and press Return to finish.

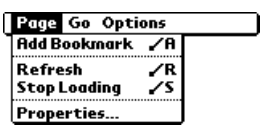
## Blazer menus

Blazer menus are shown here for your reference, and Blazer features that are not explained elsewhere in this guide are described here.

See page 33 for information about choosing menu commands.

The Go and Options menus differ depending on whether you're displaying the Page view or the Bookmark view.

### Page menu



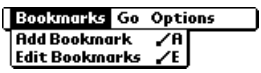

Page view

**Refresh** Enables you to update the current web page with the most up-to-date information.

**Stop loading** Cancels the process of loading a page.

**Properties** Displays the Page Properties dialog box where you can view the Page Name, URL, Size (Bytes) and whether the page was loaded from the cache.

## Bookmarks menu




Bookmark view

## Go menus

Bookmark view

Page view

## Options menu

Bookmark view

Page view

**Browser Preferences**

**Browser tab:**

- Home page. Displays the URL of the current home page selection. Tap this option to open the Set Home Page dialog box and select a different home page. To restore the factory default Home Page setting, tap Restore in the Set Home Page dialog box.

Note: Some service providers may not support the default Home Page setting.

**Browser Preferences** (continued)

- Initial view. Determines whether the Page view or Bookmark view appears when you start the Blazer application. The default option is Page view.
- Images. Determines depth of color used to display graphic images. You can also choose to not display images at all. The options are: No Images (fastest), Black & White (faster), 4 Shades of Gray (fast), 16 Shades of Gray (slow), 256 Colors (slower), High Color (slowest). The default setting is 256 Colors (slower).
- Ask before establishing Internet connection. Displays a confirmation dialog each time you begin an Internet session. The default setting for this option is on.
- Disconnect On Exit. Determines whether the Internet connection automatically closes when you exit the Blazer application. Leaving this option off enables you to switch to another application and then return to Blazer while you are still connected to the Internet. The default setting for this option is off.

**Advanced tab:**

- Cache Size (K). Displays the amount of memory that Blazer reserves to store recently viewed pages. The amount of free memory available on your communicator appears below this option.
- Clear. Erases all the pages stored in the cache. You cannot cancel or undo this action.
- Accept Cookies. Enables the receipt of Internet cookies. The default setting for this option is on.
- Clear Cookies. Erases all the cookies stored on your communicator. You cannot cancel or undo this action.
- Set Proxy. Opens the Set Proxy dialog box where you can enter advanced HTTP proxy server settings. If your ISP or network requires you to go through a proxy server when you connect to the Internet, use this dialog box to enter the proxy server settings. Contact your ISP or system administrator for details.

**Disconnect** Terminates your connection to the Internet.

**About Browser** Displays version information for Blazer.

# SMS Messaging

In addition to dialing and receiving voice calls, you can use your Treo to send and receive short text messages. These text messages, also called SMS (Short Message Service) messages, are similar to e-mail messages that you send and receive from your computer, but are limited to 160 characters in length. The person receiving your message must also have a GSM mobile phone and a wireless service provider that supports text messages. Some wireless service providers also allow you to use your Treo to send text messages to an e-mail address and to receive text messages from a computer. Talk to your wireless service provider for details about their SMS and SMS Email features.

## Enabling SMS and SMS Email

To send and reply to SMS messages, you must subscribe to your wireless service provider's SMS service. If you subscribe to this service, your wireless service provider supplies an SMS Message Center number which appears in the SMS Preferences dialog.

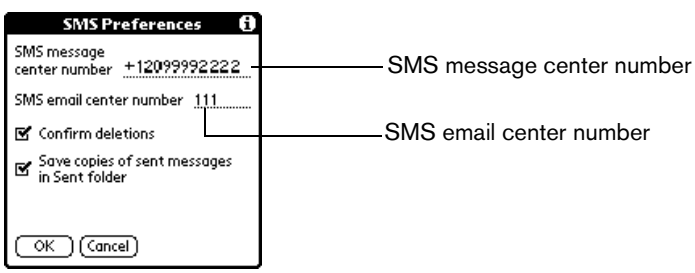
Note: Your wireless service provider may use a different name for their text messaging service. Contact your wireless service provider to see if their service is compatible with SMS. Not all wireless service providers offer SMS Email services.

To use SMS Email, you must subscribe to your wireless service provider's SMS Email service and their SMS Email Center number in the SMS Preferences dialog. The SMS Email Center forwards the SMS messages to the recipient's e-mail address.

To enable SMS and SMS Email:

1. Make sure wireless mode is on for at least 30 seconds. See page 19 for details.
2. Press SMS Messaging.
3. From the SMS Messages Inbox, press Menu.
4. Under Options, select Preferences.
5. Enter or confirm the SMS Message Center number.
6. Enter or confirm the SMS Email Center number.

   Note: If the SMS Email Center number is blank, contact your wireless service provider to obtain their SMS Email Center number.

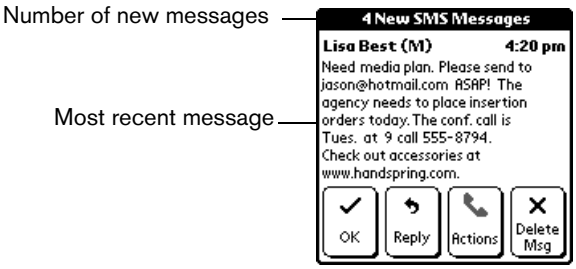



7. Hold Option and press Return to finish.

# Receiving SMS messages

When you receive SMS messages, the New SMS Messages alert appears. You can receive SMS messages during a data session, but you cannot receive a message during a voice call.

Note: You can receive SMS messages even if you don't subscribe to your wireless service provider's SMS service.


Number of new messages
Most recent message
4 New SMS Messages
Lisa Best (M) 4:20 pm
Need media plan. Please send to jason@hotmail.com ASAP! The agency needs to place insertion orders today. The conf. call is Tues. at 9 call 555-8794. Check out accessories at www.handspring.com.
OK
Reply
Actions
Delete Msg

In the New SMS Messages alert dialog box, you can save or respond to the first message by tapping any of the following buttons:

**OK** Saves the message in the SMS Messages Inbox category, dismisses the alert dialog box, and returns you to the previous application.

**Reply** Switches to the SMS Messaging application, opens the new message dialog box, and addresses the message to the person who sent you the message.

**Actions** Opens the Select an Action dialog box where you can choose from a list of actions based on the content of the message. The list of actions might include any of the following:

- Call Back. Enables you to call the sender.
- Email. Opens the default email application and creates a new blank message to the specified email address.
- Call. Enables you to call a number included in the text of the message.
- Browse. Opens the default browser application and displays the web page for the specified URL.

**Delete Msg.** Deletes the current message, dismisses the alert dialog box, and returns you to the previous application.

**Tips:**

- To view additional incoming messages, press SMS Messaging .
- You can also dismiss the alert dialog box by pressing the rocker switch or the top scroll button.
- In the Select Action dialog box, roll the rocker switch or press the scroll buttons to highlight an action, and then hold Option and press Return to finish.

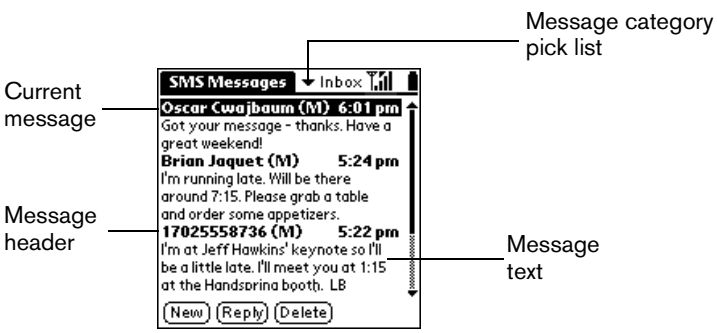
## Viewing messages

SMS Messaging enables you to quickly view your incoming messages. You can also view messages you've sent and pending messages that will be sent when a signal is available.

To view SMS messages:

1. Press SMS Messaging repeatedly to access the message category you want to view: Inbox, Sent, or Pending.

   Note: The Pending category appears only when you have messages pending delivery.


Message category pick list
Current message
Message header
Message text
SMS Messages
Inbox
Oscar Cwajbaum (M) 6:01 pm
Got your message - thanks. Have a great weekend!
Brian Jaquet (M) 5:24 pm
I'm running late. Will be there around 7:15. Please grab a table and order some appetizers.
17025558736 (M) 5:22 pm
I'm at Jeff Hawkins' keynote so I'll be a little late. I'll meet you at 1:15 at the Handspring booth. LB
New
Reply
Delete

2. Hold Shift and use the scroll buttons to page through the messages.

**Tips:**

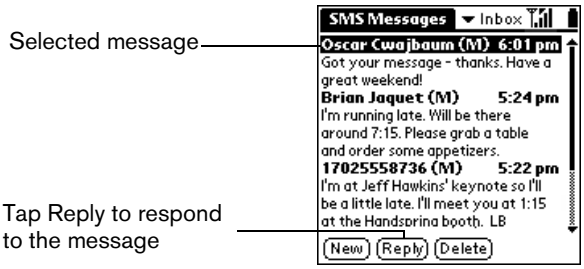
- If a message is too long to fit on one screen, press the scroll buttons to view additional screens in the current message.
- If a message is longer than 160 characters, it is divided into sub-messages which appear as separate items.
- To view one message at a time, use the scroll buttons or rocker switch to select the header of the message you want to view and then press Space or the rocker switch. Page through messages one at a time with the scroll buttons or rocker switch.

## Replying to messages

You can send an SMS message as a response, or you can call the person who sent you the message. Additionally, when an SMS message contains a telephone number, an e-mail address, or a URL for a web site, you can select these items inside the text message and launch the appropriate application to respond to that item.

To send an SMS message reply:

1. From the SMS Messages Inbox, select the message to which you want to reply.


Selected message
Tap Reply to respond to the message
SMS Messages
Inbox
Oscar Cwajbaum (M) 6:01 pm
Got your message - thanks. Have a great weekend!
Brian Jaquet (M) 5:24 pm
I'm running late. Will be there around 7:15. Please grab a table and order some appetizers.
17025558736 (M) 5:22 pm
I'm at Jeff Hawkins' keynote so I'll be a little late. I'll meet you at 1:15 at the Handspring booth. LB
New
Reply
Delete

2. Press Menu .
3. Under Message, select Reply (/R).
4. Enter the message text.

   When you reply to an SMS message, SMS Messaging fills in the To field for you. When you reply to an SMS Email message, you must enter the e-mail address manually. See the next section in this chapter for more information.

5. Make sure wireless mode is on. See page 19 for details.
6. Hold Option and press Return to send the message.

To call the sender:

1. From the SMS Messages Inbox, select the message from the person you want to call.
2. Press Menu .
3. Under Message, select Call Sender (/A).

To respond to items in the body of the message:

1. From the SMS Messages Inbox, select the message to which you want to respond.
2. Press Space to open the message.
3. Press the bottom scroll button to activate the highlight.
4. Press the scroll buttons or roll the rocker switch to scroll through the selectable items and highlight the item to which you want to respond.

   Tip: The Reply button changes based on the selected item: phone number = Dial, email address = Email, and URL = Go. If you scroll below the last selectable item in a message, the highlight moves to the next message. If you scroll above the first selectable item, the highlight is removed.

5. Press Space to open the appropriate application and perform the associated action.

## Saving contact information

You can capture contact information from your SMS messages and use it to create a Contacts entry in PhoneBook. You can capture the sender's information, or information included in the text of the message.

To save the sender's information:

1. From the SMS Messages Inbox, select the message to which you want to respond.
2. Press Space to open the message.
3. Press Menu .
4. Under Edit, select Save to Contacts (/V).
5. Enter the remaining information on the Contact Edit screen.
6. Hold Option and press Return to finish.

To save information in the message body:

1. From the SMS Messages Inbox, select the message to which you want to respond.
2. Press Space to open the message.
3. Press the bottom scroll button to activate the highlight.
4. Press the scroll buttons or roll the rocker switch to scroll to the item you want to save.
5. Press Menu .
6. Under Edit, select Save to Contacts (/V).
7. Enter the remaining information on the Contact Edit screen.
8. Hold Option and press Return to finish.

## Creating SMS messages

SMS Messaging enables you to create short text messages and to send them to a mobile phone number or an e-mail address. If a message exceeds 160 characters, SMS Messaging automatically divides the text into multiple messages when it sends the message. As you create a message, the status bar at the top of the screen indicates how many messages will be sent and the number of characters in each message.

To save time while creating messages, you can insert predefined text from a boilerplate. Some boilerplates ask you to enter information such as a meeting time or place. Using a boilerplate is similar to filling in the blanks on a form letter instead of writing a letter from scratch. You can easily combine the boilerplate text with your own text to personalize your message.

You can create a message at any time, but if you send a message when you are outside a coverage area, your Treo places the message in the Pending category and sends it automatically when you return to a coverage area. While a message is in the Pending category, you can edit or delete it before it is sent. You can send SMS messages while a data session is in progress, but you cannot send SMS messages while a voice call is in progress.

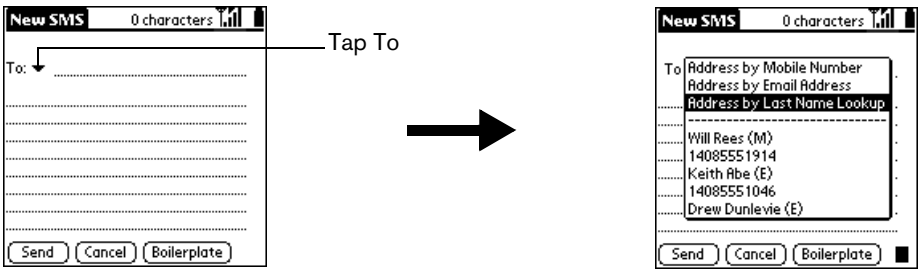
To create an SMS text message:

1. From any SMS Messaging list view, press Menu .

2. Under Message, select New (/N).

   Note: If you defined a signature, it automatically appears at the end of your message. See page 139 for details on defining a signature.

3. Use the scroll buttons to select one of the following address methods, and then press Space :



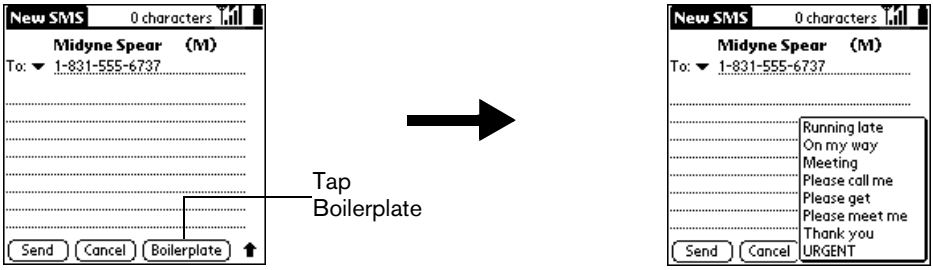

| | |
|---|---|
| **Address by Mobile Number** | Enter a mobile phone number to send an SMS message to another GSM mobile phone. |
| **Address by Email Address** | Enter an e-mail address to send an SMS message to an e-mail address. To send a message to an e-mail address, you must subscribe to your wireless service provider's SMS Email service and their SMS Email Center number must appear in the SMS Preferences dialog. See page 133 for details. |
| **Address by Last Name Lookup** | Look up a name from your Contacts list in the PhoneBook application by entering the first few letters of the last name and then pressing Return . If multiple entries appear, scroll to the GSM mobile phone number or e-mail address you want and press Return to select it. |
| **Addresses** | Tap a recently used mobile phone number or e-mail address on the list. |

   Tip: If you're sending a message to an e-mail address and your wireless service provider supports message titles, you can add a title by entering <subject>#<message>. Simply replace the word subject with the title, and the word message with the message body.

4. Enter the appropriate information for the address option you selected in step 3, and then press the bottom scroll button to move to the text field.

5. Enter the message text.

   Tip: You can also tap Boilerplate to select a predefined text phrase. If prompted, enter or select other text to complete the phrase.




6. Hold Option and press Return to finish.
7. Make sure wireless mode is on. See page 19 for details.
8. Hold Option and press Return to send the message.

The message goes into the Pending category until your phone transmits the message. After your message transmits, your Treo places a copy in the Sent category. If an error occurs while sending the message, an ! appears next to the message header. Select the message to view information about why the message did not go through.

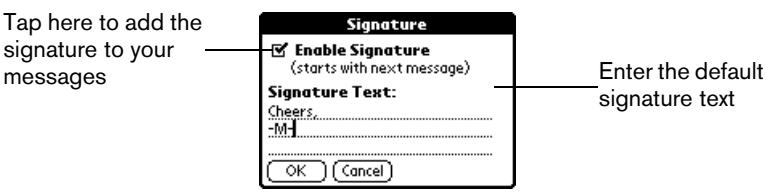
## Creating a message signature

You can create a signature of up to 80 characters. Then, when you create a message, SMS Messaging automatically inserts your signature at the end of each message you create. If necessary, you can edit the default signature text when you create a message.

Note: The signature text you define applies only to new messages. If you are editing a message or have messages in the Pending folder when you create the signature text, the signature text will not be added to those messages. If you enable or disable the signature option, the signature will not be added or removed from those messages either.

To create a message signature:

1. From any SMS Messaging list view, press Menu .
2. Under Options, select Signature.

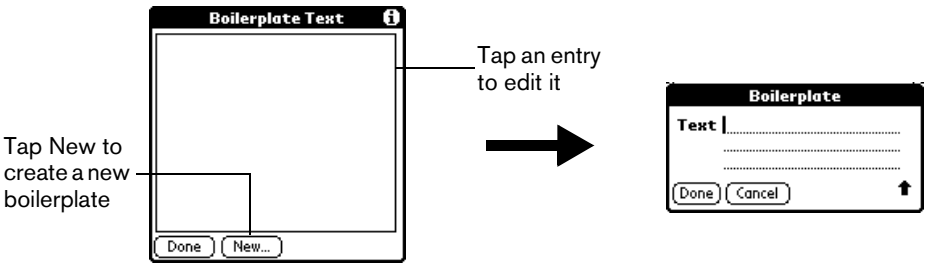



3. Enter the signature text.
4. Hold Option and press Return to finish.

## Creating boilerplates

When you create a message you can use the Boilerplate pick list to insert predefined text in your message. You can also add items to the list and modify any of the items you add.

1. From any SMS Messaging list view, press Menu .
2. Under Options, select Boilerplate Text.




3. Tap New, or tap an entry you created that you want to edit.
4. Enter or modify the text in the Boilerplate dialog box.

   Tip: To delete a boilerplate, tap Delete.

5. Hold Option and press Return twice to finish.

## Copying and forwarding messages

You can save time by copying text from your SMS messages, or forwarding messages.

To copy text from an SMS message:

1. From any SMS Messaging list view, tap the text of the message you want to copy.
2. Press Menu .
3. Under Edit, select Select All (/S).

   Tip: To copy only a portion of the message, highlight the text you want to copy and select Copy (/C) instead of Select All.

4. Open the message or application where you want to insert the message.
5. Press Menu .
6. Under Edit, select Paste (/P).

To forward messages:

1. From the SMS Inbox or Sent category, tap the header of the message you want to forward.
2. Press Menu .
3. Under Message, select Forward (/F).

   Tip: You can edit the forwarded message before sending it.
4. Address the message as described on page 137.
5. Make sure wireless mode is on. See page 19 for details.
6. Hold Option and press Return to send the message.

## Modifying messages

You can modify any messages in the Pending category.

To modify Pending messages:

1. In the Pending category, select the message you want to change.
2. Press Menu .
3. Under Message, select Edit (/E).

   Tip: You can also tap the body of the message to open it in Edit mode.
4. Edit the message.
5. Make sure wireless mode is on. See page 19 for details.
6. Hold Option and press Return to send the message.

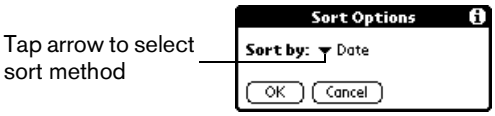
## Resending messages

You can resend any messages in the Sent category.

1. In the Sent category, select the message you want to resend.
2. Press Menu .
3. Under Message, select Resend (/R).
4. If necessary, edit the message.
5. Make sure wireless mode is on. See page 19 for details.
6. Hold Option and press Return to send the message.

## Sorting messages

1. From any SMS Messaging list view, press Menu .
2. Under Options, select Sort.
3. Tap the Sort by pick list to select the sort method you want to use.




| | |
|---|---|
| **Date** | Places the most recent messages at the top of the list. This is the default sort method. |
| **Name** | Places mobile phone numbers at the top of the list in numerical order, followed by e-mail addresses and names in alphabetical order. |

4. Hold Option and press Return to finish.

## Deleting messages

You can delete a single message or a group of messages from a particular category.

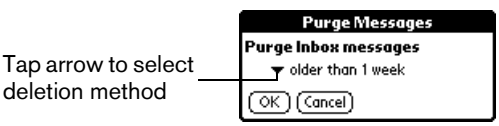
To delete a single message:

1. From any SMS Messaging list view, select the message you want to delete.
2. Press Menu .
3. Under Message, select Delete (/D).
4. If prompted, hold Option and press Return to confirm deletion.

Tip: You can also delete a message by selecting it and pressing Backspace .

To delete a group of messages:

1. From any SMS Messaging list view, select the category containing the messages you want to delete.
2. Press Menu .
3. Under Message, select Purge Messages.
4. Select the deletion method you want to use.



| | |
|---|---|
| **Older than 1 week** | Deletes all messages in the current category with a date earlier than 1 week prior to the current date. |
| **Older than 1 month** | Deletes all messages in the current category with a date earlier than 1 month prior to the current date. |
| **Except last 10** | Keeps only the 10 most recent messages and deletes all other messages in the current category. |
| **All** | Deletes all messages in the current category. |

5. Hold Option and press Return twice to confirm deletion.

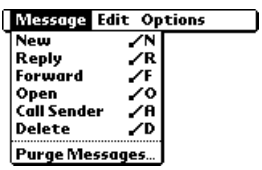
# SMS Messaging menus

SMS Messaging menus are shown here for your reference, and SMS Messaging features that are not explained elsewhere in this guide are described here.

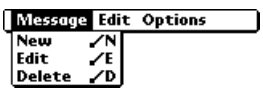
See page 33 for information about choosing menu commands.

The Message and Options menus differ depending on which SMS Messaging view is on the screen.

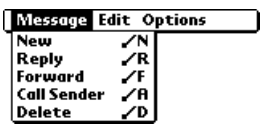
## Message menus



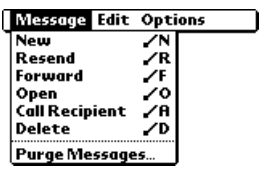

Inbox view




Pending view



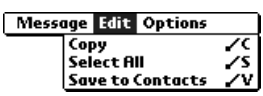

Message view



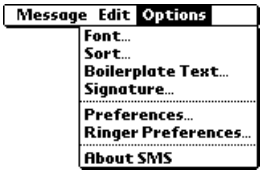

Sent view

| | |
|---|---|
| **Open** | Displays the selected message in single message view. |

## Edit menu



## Options menus




List views

Message views

**Preferences**

- SMS Message Center number. Enables you to enter the number for your wireless service provider's SMS message center. This number is stored on your SIM card.
- SMS Email Center number. Enables you to enter the telephone number for your wireless service provider's e-mail gateway. This number is stored on your communicator. If you move your SIM card to another phone, you need to enter this number to send SMS messages to an e-mail address.
- Confirm deletions. Determines whether a confirmation dialog box appears when you delete messages or boilerplates.
- Save copies of sent messages in Sent folder. Determines whether messages you send are stored in the Sent folder. If you turn this option off, your outbound messages are not stored in the Sent folder.

**About SMS** Shows version information for SMS Messaging.

# To Do List

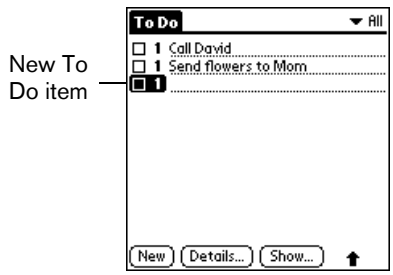
To Do reminds you of tasks you have to complete. A record in To Do List is called an “item.”

To create a To Do item:

1. Press Option and then press Date Book Plus .

   Tip: You can also access To Do List by tapping the To Do List icon in the Applications Launcher.

2. Enter the text of the To Do item. The text can be longer than one line.




3. Press a scroll button to deselect the To Do item.

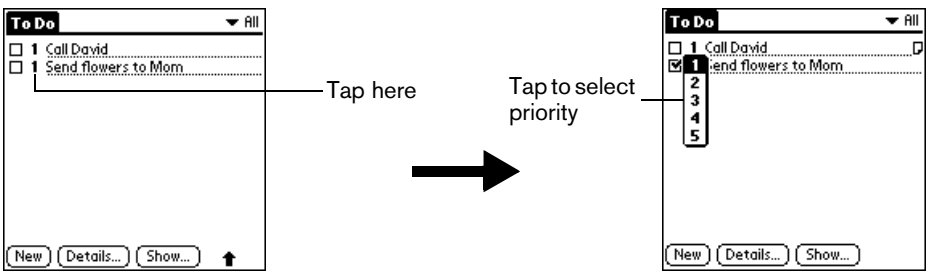
## Setting priority

The priority setting for items lets you arrange your To Do items according to their importance or urgency. The default setting is to arrange To Do items by priority and due date, with priority 1 items at the top. If you have a number of items in your list, changing an item’s priority setting may move its position in the list.

Note: When you create a new To Do item, its priority is automatically set to level 1, the highest (most important) level. If you select another item first, however, the item you create appears beneath the selected item and is given the same priority as the selected item.

To set the priority of a To Do item:

1. Tap the Priority number on the left side of the To Do item.



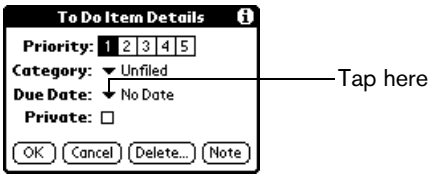

2. Tap the Priority number that you want to set (1 is most important).

## Setting a due date

You can associate a due date with any To Do item. You can also sort the items that appear in the list based on their due date.

To set a due date for a To Do item:

1. Tap the text of the item whose details you want to change.
2. Tap Details.
3. Tap the Due Date pick list.




4. Tap the date that you want to assign the item:

| | |
|---|---|
| **Today** | Assigns the current date. |
| **Tomorrow** | Assigns tomorrow's date. |
| **One week later** | Assigns the date exactly one week from the current date. |
| **No Date** | Removes the due date from the item. |
| **Choose date** | Opens the date selector, where you can choose any date that you want for the item. |

5. Hold Option and press Return to finish.

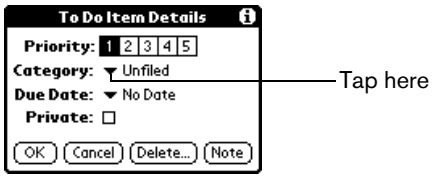
Tip: If you turn on the Show Due Dates option in the To Do Show options dialog, you can tap directly on the due date in the To Do list to open the pick list shown in step 4.

## Assigning a category

You can associate any To Do item with a category. You can also sort the items that appear in the list based on their category.

To assign a category for a To Do item:

1. Tap the text of the item whose details you want to change.
2. Tap Details.
3. Tap the category pick list.




4. Tap the category that you want to assign the item.

5. Hold Option and press Return to finish.

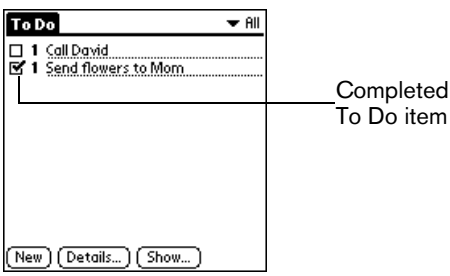
Tip: If you turn on the Show Categories option in the To Do Show options dialog, you can tap directly on the category in the To Do list to assign categories.

## Checking off a To Do item

You can check off a To Do item to indicate that you've completed it. You can set To Do List to record the date that you completed the To Do item, and you can choose to show or hide completed items as described on page 147.

### To check off a To Do item:

- Tap the check box on the left side of the item.




## To Do Show Options

The Show Options dialog box enables you to control the appearance of the To Do list screen.

### To change the Show Options settings:

1. In To Do list screen, tap Show.

2. Select any of the following settings:

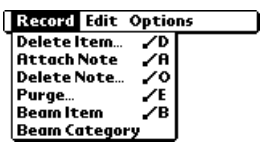
| | |
|---|---|
| **Show Completed Items** | Displays your completed items in the To Do list screen. If you turn off this setting, your To Do items disappear from the list when you complete (check) them.<br><br>Items that no longer appear on the list because you turn off this setting have not been deleted. They are still in the memory of your communicator. Purge completed items to remove them from memory. |
| **Show Only Due Items** | Shows only the items that are currently due, past due, or have no due date specified. When this setting is active, items that are not yet due do not appear in the list until their due date. |
| **Record Completion Date** | Replaces the due date with the actual date when you complete (check) the item. If you do not assign a due date to an item, the completion date still records when you complete the item. |
| **Show Due Dates** | Displays the due dates associated with To Do items and displays an exclamation mark next to items that remain incomplete after the due date passes. |
| **Show Priorities** | Shows the priority setting for each item. |
| **Show Categories** | Shows the category for each item. |

3. Hold Option and press Return to finish.

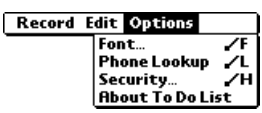
## To Do List menus

To Do List menus are shown here for your reference, and To Do List features that are not explained elsewhere in this guide are described here. See page 33 for information about choosing menu commands.

### Record menu




### Options menu




**About To Do List** Shows version information for To Do List.

# Memo Pad

A memo can contain up to 4,000 characters. The number of memos you can store is dependent only on the memory available on your communicator. A record in Memo Pad is called a “memo.”

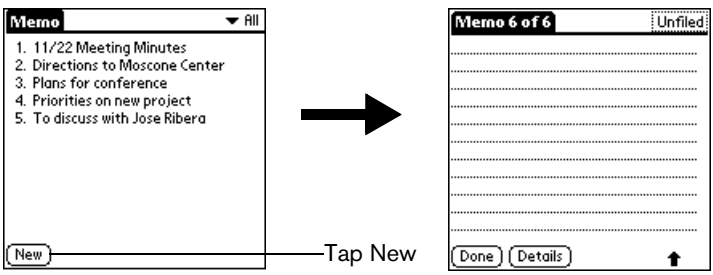
To create a new memo:

1. Press Option and then press PhoneBook .

   Tip; You can also access Memo Pad by tapping the Memo Pad icon in the Applications Launcher.

2. Enter the text you want to appear in the memo. Press Return to move down to new lines in the memo.

   Tip: The first letter of your memo is automatically capitalized.



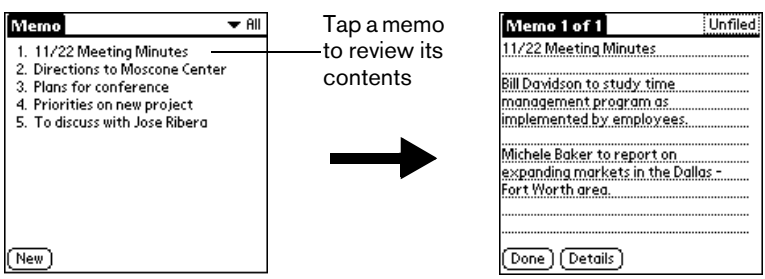

3. Hold Option and press Return to finish.

## Reviewing memos

The first line of a memo appears in the Memo list. This makes it easy to locate and review your memos.

To review a memo:

1. In the Memo list, tap the text of the memo.


Memo
All
1. 11/22 Meeting Minutes
2. Directions to Moscone Center
3. Plans for conference
4. Priorities on new project
5. To discuss with Jose Ribera
New
Tap a memo to review its contents
Memo 1 of 1
Unfiled
11/22 Meeting Minutes
Bill Davidson to study time management program as implemented by employees.
Michele Baker to report on expanding markets in the Dallas - Fort Worth area.
Done
Details

2. Review or edit the text in the memo.

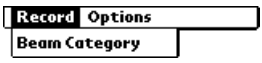
3. Hold Option and press Return to finish.

# Memo Pad menus

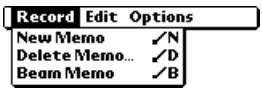
Memo Pad menus are shown here for your reference, and Memo Pad features that are not explained elsewhere in this guide are described here. See page 33 for information about choosing menu commands.

The Record and Options menus differ depending on whether you're displaying the Memo list or an individual memo.

## Record menus




Memo list




Memo screen

## Options menus

Memo list

Memo screen

| | |
|---|---|
| **Preferences** | Displays the Memo Preferences dialog box, where you define the sort order for memos. |
| **About Memo Pad** | Shows version information for Memo Pad. |

# CityTime

CityTime enables you to display the day and time in your home city and in four other cities around the globe. Whether you're travelling or at home, now it's easy to keep track of the best time to reach your business associates, friends, and family in far away places.

Note: CityTime does not automatically update the current time for Daylight Savings Time.

## Setting your home city

The home city serves as a point of reference for your other city selections. The information displayed for all the other cities is based on the day and time in your home city. When you use CityTime for the first time (or when you travel or move to another city), make sure you set your home city location. Setting your home city location ensures that CityTime displays accurate information for the other cities you select.

To set your home city:

1. Press Option and then press Blazer.

   Tip: You can also access CityTime by tapping the CityTime icon in the Applications Launcher.

2. Press Menu.
3. Under Options, select Select Home City (/H).
4. Tap the Home City pick list and select the city closest to where you are located.

   Tip: If a nearby city isn't in the list, you can use the Edit Cities command to add a new city to the list. See page 152 for details.

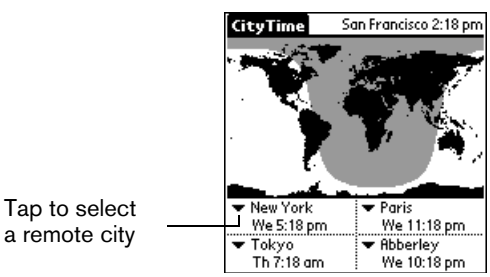
5. Hold Option and press Return to finish.

## Selecting remote cities

In addition to your home city, you can display the day and time for four other cities anywhere around the globe. These other cities are called remote cities.

To set your remote cities:

1. Tap a pick list in the lower part of the CityTime screen and select the city closest to the city you want to display.




   Tip: If a nearby city isn't in the list, you can use the Edit Cities command to add a new city to the list. See the next section for details.

2. Tap the remaining pick lists and select the other three cities you want to display.

Tip: You can temporarily display the day and time for any other city by tapping the city's location on the map display.

## Adding cities

If the city you want to display is not in the predefined list, you can use the Edit Cities command to add it.

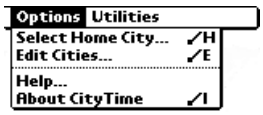
To add a city to the list:

1. Press Menu .
2. Under Options, select Edit Cities (/E).
3. Tap New.
4. Enter the city name and other information.
5. Hold Option and press Return to finish.

## CityTime menus

CityTime menus are shown here for your reference, and CityTime features that are not explained elsewhere in this guide are described here. See page 33 for information about choosing menu commands.

### Options menu




| | |
|---|---|
| **About CityTime** | Shows version information for CityTime. |
| **Help** | Displays online help for the CityTime screens. |

### Utilities menu

| | |
|---|---|
| **Change Location** | Opens the Change Location dialog box where you can select the city to which you are moving or travelling. Changing the location updates the system time and date. |
| **Sun Rise/Set** | Opens the Sun Rise/Set dialog box where you can view sunrise and sunset information for your home city. To view this information for another city, tap the City pick list and select the city from the list. To view this information for another date, tap the scroll arrows next to the date box. |

# Calculator

Calculator includes two operating modes: Basic and Advanced. In Basic mode you can perform simple mathematical calculations. In Advanced mode you can access scientific functions and perform sophisticated math calculations. This section explains how to select the operating mode and use the buttons and menu options available in each mode.

## Selecting the Calculator mode

The Toggle Mode command enables you to choose whether you want to work in Basic Calculator mode or Advanced Calculator mode. You can change modes at any time.

To select the Calculator mode:

1. Press Option and then press SMS Messaging.

   Tip: You can also access Calculator by tapping the Calculator icon in the Applications Launcher.

2. Press Menu.

3. Under Options, select Toggle Mode (/M).

Tip: You can also toggle between Basic and Advanced mode by holding Option and repeatedly press SMS Messaging.

## Using the Basic Calculator buttons

The Basic Calculator includes the following buttons.

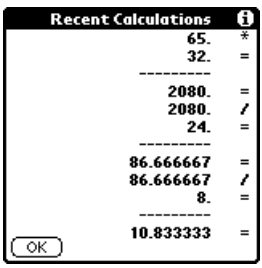
| | |
|---|---|
| CE | Clears the last number you entered. Use this button if you make a mistake while entering a number in the middle of a calculation. This button enables you to re-enter the number without starting the calculation over. |
| C | Clears the entire calculation and enables you to begin a fresh calculation. |
| +/- | Toggles the current number between a negative and positive value. If you want to enter a negative number, enter the number first and then press the +/- button. |
| M+ | Places the current number in memory. Each new number you enter with the M+ button is added to the total already stored in memory. You can add either a calculated value or a number you enter by pressing the number buttons. Pressing this button has no effect on the current calculation (or series of calculations); it merely places the value into memory until it is recalled. |
| MR | Recalls the stored value from memory and inserts it in the current calculation. |
| MC | Clears any value that is stored in the Calculator memory. |

## Displaying Recent Calculations

The Basic Calculator's Recent Calculations command enables you to review the last series of calculations and is particularly useful for confirming a series of "chain" calculations.

To display recent calculations:

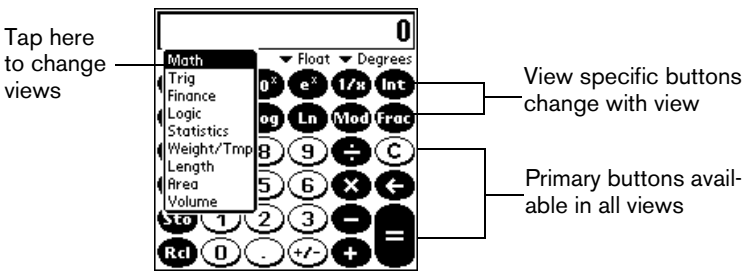
1. Press Menu .
2. Under Options, select Recent Calculations (/I).




3. After you finish reviewing the calculations, hold Option and press Return to finish.

## Using the Advanced Calculator mode

The Advanced Calculator screen consists of three regions. Each region performs a different function to help you perform a variety of calculations.




## Using the Advanced Calculator buttons

In addition to most of the Basic Calculator buttons, the Primary buttons are available in all the Advanced Calculator views. The remaining buttons are available only in specific views. The information that follows provides an overview of the Advanced Calculator functions. For more detailed information and instructions, visit the website: www.radiks.net/~rhuebner/parendoc.html

## Primary buttons

Clears the entire calculation and enables you to begin a fresh calculation.

Clears the last digit you entered. Use this button if you make a mistake while entering a number in the middle of a calculation. This button enables you to re-enter the number without starting the calculation over.

Enters an exponent symbol in the calculation.

Opens the Constants dialog box where you can select a constant to include in the calculation.

Opens the Store in which memory dialog box where you can select the memory bank in which you want to store the current value. Advanced Calculator has ten memory banks.

Opens the Recall which memory dialog box where you can select the memory bank from which you want to recall a value.

## Math buttons

Squares the current value.

Calculates the value of x raised to the y power.

Calculates the value of a common (base 10) antilogarithm.

Calculates the value of a natural (base e) antilogarithm.

Calculates the reciprocal of the current number.

Displays the integer portion of a decimal value.

Calculates the square root of the current number.

Calculates the inverse of x to the y power.

Calculates the common (base 10) logarithm.

Calculates the natural (base e) logarithm.

Displays the remainder of x/y.

Displays the decimal portion of a decimal value.

## Trigonometry buttons

Calculates the sine of the current number.

Calculates the cosine of the current number.

Calculates the tangent of the current number.

Calculates the hyperbolic sine of the current number.

Calculates the hyperbolic cosine of the current number.

Calculates the hyperbolic tangent of the current number.

Calculates the arc (inverse) sine of the current number.

Calculates the arc (inverse) cosine of the current number.

Calculates the arc (inverse) tangent of the current number.

Calculates the arc (inverse) hyperbolic sine of the current number.

Calculates the arc (inverse) hyperbolic cosine of the current number.

Calculates the arc (inverse) hyperbolic tangent of the current number.

## Finance buttons

Finance buttons enable you to find an unknown variable value based on a group of known variable values. For example, to calculate the monthly payment for a 30-year home loan of $100,000 with an annual interest rate of 8%, you would enter the following variables:

- Payments/year = 12
- N = 360 (30 years x 12 months)
- APR = 8
- PV = 100,000
- FV = 0

Using these variables, the answer would be -733.76 per month.

To solve this example:

1. Enter a value and then tap the corresponding variable button. Repeat this process until you've entered the following four variables:
   - N = 360 (30 years x 12 months)
   - APR = 8

- PV = 100,000
- FV = 0

2. Enter 12 and tap the P/Yr button to enter the number of payments per year.
3. Tap Edit.
4. Tap the Pmt line and erase all values on the line including zero.
5. Tap Solve.
6. Hold Option and press Return to finish.

You can use a similar process to solve other financial equations by entering four of the variables to find the value of the fifth variable.

Stores the current number as the total number of payments over the life of the loan.

Stores the current number as the annual percentage rate of interest.

Stores the current number as the number of payments per year.

Stores the current number as the initial loan amount.

Stores the current number as the payment amount.

Stores the current number as the compounded loan amount including interest.

Opens the Time Value of Money dialog box where you can modify values and solve the equation.

Stores the remaining balance, interest, and principal (amortization) based on the supplied values.

Calculates a given percentage of a value. To use this button, enter a value, tap this button, enter the percent, and then tap the equal sign button.

Calculates the change in a value by a given percentage. To use this button, enter a value, tap this button, enter the percent, and then tap the equal sign button.

Calculates the percentage of one number relative to another number. To use this button, enter the first number, tap this button, enter the second number, and then tap the equal sign button.

Calculates the percentage required to get to one value from another value. To use this button, enter the result number, tap this button, enter the starting number, and then tap the equal sign button.

## Logic buttons

Shifts the value to the left and fills the new places with zeros.

Enters D in a hexadecimal calculation.

Enters E in a hexadecimal calculation.

Enters F in a hexadecimal calculation.

Calculates bit-by-bit commonalities between two arguments.

Calculates bit-by-bit unique occurrences in two arguments.

Shifts the sign bit to the right in signed mode.

Enters A in a hexadecimal calculation.

Enters B in a hexadecimal calculation.

Enters C in a hexadecimal calculation.

Calculates the inverse of each bit of the argument.

Calculates the exclusive OR between two arguments.

## Statistics buttons

Adds the current value to the end of the statistics memory list. You can store up to 200 values.

Calculates the mean of the values in the statistics memory list.

Calculates the standard deviation based on a population of n.

Calculates the standard deviation based on a population of n-1.

Calculates the sum of the values in the statistics memory list.

Calculates the square of the sum of the values in the statistics memory list.

Opens the Statistical Data dialog box where you can view, edit, delete, and clear values in the statistics memory list.

Displays the number of values in the statistics memory list.

Calculates the factorial of any integral from 0 to 170.

Generates a random number between 0 and 32767 and then divides this number by 32768 to generate a random fraction between 0 and .99997.

Returns the number of combinations of n items taken m at a time.

Returns the number of permutations of n items taken m at a time.

## Weight/Temp buttons

Indicates the current value is entered in ounces. When you tap this button after tapping another unit of measure, it converts the value to ounces.

Indicates the current value is entered in pounds. When you tap this button after tapping another unit of measure, it converts the value to pounds.

Indicates the current value is entered in US tons. When you tap this button after tapping another unit of measure, it converts the value to US tons.

Indicates the current value is entered in UK tons. When you tap this button after tapping another unit of measure, it converts the value to UK tons.

Indicates the current value is entered in milligrams. When you tap this button after tapping another unit of measure, it converts the value to milligrams.

Indicates the current value is entered in grams. When you tap this button after tapping another unit of measure, it converts the value to grams.

Indicates the current value is entered in kilograms. When you tap this button after tapping another unit of measure, it converts the value to kilograms.

Indicates the current value is entered in metric tons. When you tap this button after tapping another unit of measure, it converts the value to metric tons.

Indicates the current value is entered in degrees Fahrenheit. When you tap this button after tapping another unit of measure, it converts the value to degrees Fahrenheit.

Indicates the current value is entered in degrees Kelvin. When you tap this button after tapping another unit of measure, it converts the value to degrees Kelvin.

Indicates the current value is entered in degrees Celsius. When you tap this button after tapping another unit of measure, it converts the value to degrees Celsius.

## Length buttons

Indicates the current value is entered in inches. When you tap this button after tapping another unit of measure, it converts the value to inches.

Indicates the current value is entered in feet. When you tap this button after tapping another unit of measure, it converts the value to feet.

Indicates the current value is entered in yards. When you tap this button after tapping another unit of measure, it converts the value to yards.

Indicates the current value is entered in miles. When you tap this button after tapping another unit of measure, it converts the value to miles.

Indicates the current value is entered in nautical miles. When you tap this button after tapping another unit of measure, it converts the value to nautical miles.

Indicates the current value is entered in millimeters. When you tap this button after tapping another unit of measure, it converts the value to millimeters.

Indicates the current value is entered in centimeters. When you tap this button after tapping another unit of measure, it converts the value to centimeters.

Indicates the current value is entered in meters. When you tap this button after tapping another unit of measure, it converts the value to meters.

Indicates the current value is entered in kilometers. When you tap this button after tapping another unit of measure, it converts the value to kilometers.

## Area buttons

Indicates the current value is entered in square inches. When you tap this button after tapping another unit of measure, it converts the value to square inches.

Indicates the current value is entered in square feet. When you tap this button after tapping another unit of measure, it converts the value to square feet.

Indicates the current value is entered in square yards. When you tap this button after tapping another unit of measure, it converts the value to square yards.

Indicates the current value is entered in acres. When you tap this button after tapping another unit of measure, it converts the value to acres.

Indicates the current value is entered in square miles. When you tap this button after tapping another unit of measure, it converts the value to square miles.

Indicates the current value is entered in square millimeters. When you tap this button after tapping another unit of measure, it converts the value to square millimeters.

Indicates the current value is entered in square centimeters. When you tap this button after tapping another unit of measure, it converts the value to square centimeters.

Indicates the current value is entered in square meters. When you tap this button after tapping another unit of measure, it converts the value to square meters.

Indicates the current value is entered in hectares. When you tap this button after tapping another unit of measure, it converts the value to hectares.

Indicates the current value is entered in square kilometers. When you tap this button after tapping another unit of measure, it converts the value to square kilometers.

## Volume buttons

Indicates the current value is entered in teaspoons. When you tap this button after tapping another unit of measure, it converts the value to teaspoons.

Indicates the current value is entered in fluid ounces. When you tap this button after tapping another unit of measure, it converts the value to fluid ounces.

Indicates the current value is entered in cups. When you tap this button after tapping another unit of measure, it converts the value to cups.

Indicates the current value is entered in pints. When you tap this button after tapping another unit of measure, it converts the value to pints.

Indicates the current value is entered in quarts. When you tap this button after tapping another unit of measure, it converts the value to quarts.

Indicates the current value is entered in gallons. When you tap this button after tapping another unit of measure, it converts the value to gallons.

Indicates the current value is entered in tablespoons. When you tap this button after tapping another unit of measure, it converts the value to tablespoons.

Indicates the current value is entered in milliliters. When you tap this button after tapping another unit of measure, it converts the value to milliliters.

Indicates the current value is entered in liters. When you tap this button after tapping another unit of measure, it converts the value to liters.

Indicates the current value is entered in cubic inches. When you tap this button after tapping another unit of measure, it converts the value to cubic inches.

Indicates the current value is entered in cubic feet. When you tap this button after tapping another unit of measure, it converts the value to cubic feet.

Indicates the current value is entered in cubic meters. When you tap this button after tapping another unit of measure, it converts the value to cubic meters.

# Creating a custom view

You can modify any existing Advanced Calculator view to create your own view. While customizing a view, you can change the button names as well as the button definitions.

To create a custom view:

1. From the Advanced Calculator screen, press Menu .
2. Under Program, select Export (/E).
3. Tap the pick list and select the view you want to modify.
4. Tap Export.
5. Hold Option and press Return twice.
6. In Memo Pad, open the memo containing the definition you selected in step 3.
7. Modify the definition, and then hold Option and press Return .

8. From the Advanced Calculator screen, press Menu .

9. Under Program, select Import (/I).

10. Tap the pick list and select the view you modified.

11. Tap Import.

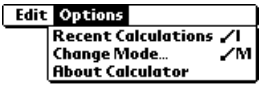
12. Tap Replace to change an existing definition, or tap Add to create an additional definition.

13. Hold Option and press Return twice to finish.

# Calculator menus

Calculator menus are shown here for your reference, and Calculator features that are not explained elsewhere in this guide are described here. See page 33 for information about choosing menu commands.

## Options menus




Basic Calculator

Advanced Calculator

**About Calculator** Shows version information for Calculator.

## Program menu

Advanced Calculator

| | |
|---|---|
| **Export** | Opens the Export dialog box where you can select a view definition to export to Memo Pad. |
| **Import** | Opens the Import dialog box where you can select a view definition to import to Memo Pad. |
| **Delete View** | Opens the Delete View dialog box where you can delete a user-defined view. |
| **Restore Defaults** | Returns all the view definitions to the preset default values. |

# Expense

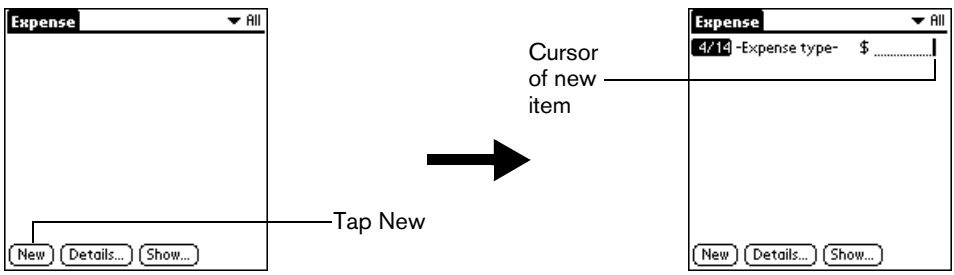
Expense enables you to record the date, expense type, and the amount that you spent. A record in Expense is called an "item." You can sort your Expense items into categories or add other information that you want to associate with the item.

To create an Expense item:

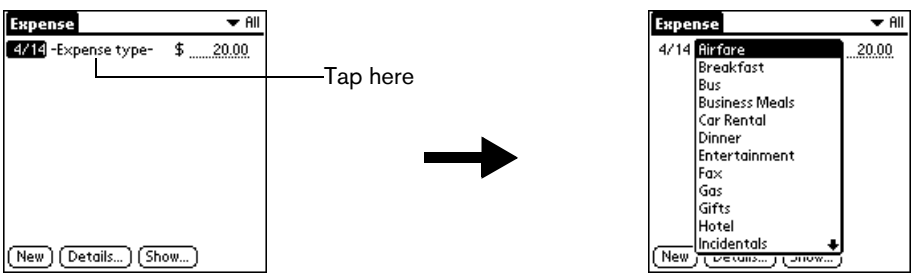
1. Press Option and then press Menu to access the Applications Launcher.
2. Tap the Expense icon.

   Note: If you do not see the Expense icon, you need to install the Desktop software from the Handspring CD-ROM and perform a HotSync operation to install this application. The Expense application is not pre-installed on your communicator.

3. Enter the amount of the expense.




4. Tap the Expense type pick list and select a type from the list.




Note: As soon as you select an expense type, your communicator saves the entry. If you don't select an expense type, it doesn't save the entry.

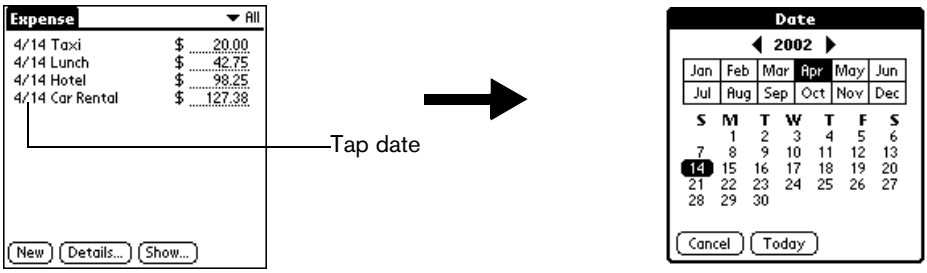
Tip: A quick way to create a new Expense item is to make sure that no Expense item is selected in the Expense list, enter the first letter(s) of the expense type, and then enter the numerical amount. This technique takes advantage of the automatic fill feature. See the section that begins on page 169 for details.

## Changing the date of an Expense item

Initially, Expense items appear with the date you enter them. You can use Expense to change the date associated with any Expense item.

To change the date of an Expense item:

1. Tap the Expense item you want to change.
2. Tap the date of the selected item.




3. Select the new date.
4. Hold Option and press Return to finish.

## Entering receipt details

Expense provides a variety of options that you can associate with an item. These options appear in the Receipt Details dialog box.

To open the Receipt Details dialog box:

1. Tap the Expense item to which you want to assign details.
2. Tap Details.

3. Select any of the following options:

| | |
|---|---|
| **Category** | See the section that begins on page 65 for details. |
| **Type** | Opens a pick list of expense types. |
| **Payment** | Lets you choose the payment method used to pay the Expense item. If the item is prepaid (such as airline tickets supplied by your company), you can choose Prepaid to place your expense in the appropriate company-paid cell of your printed expense report spreadsheet. See the section that begins on page 167 for more information. |

| | |
|---|---|
| **Currency** | Enables you to choose the type of currency used to pay the Expense item. The default currency unit is defined in the Preferences dialog (see page 169). You can also display up to four other common types of currency. see the next section in this chapter for more information. |
| **Vendor and City** | Lets you record the name of the vendor (usually a company) associated with the expense and the city where the expense was incurred. For example, a business lunch might be at Rosie's Cafe (Vendor) in San Francisco (City). |
| **Attendees** | See the section that begins on page 71 for details. |

4. Hold Option and press Return to finish.

## Customizing the Currency pick list

You can select the currencies and symbols that appear in the Currency pick list.

### To customize the Currency pick list:

1. In the Receipt Details dialog box, tap the Currency pick list and select Edit currencies.

2. Tap each Currency pick list and select the country whose currency you want to display on that line.

3. Hold Option and press Return twice to finish.

## Defining a custom currency symbol

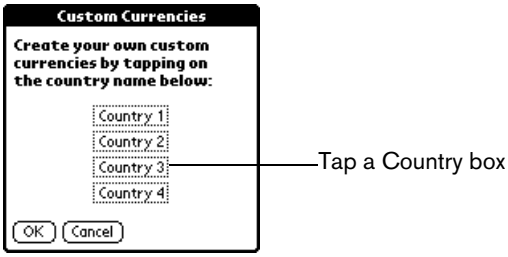
If the currency you want to use is not in the list of countries, you can create your own custom country and currency symbol.

### To define a custom currency symbol:

1. Press Menu .

2. Under Options, select Custom Currencies. (/Y)

3. Tap one of the four Country boxes.




4. Enter the name of the country and the symbol that you want to appear in Expense.

5. Hold Option and press Return twice to finish.

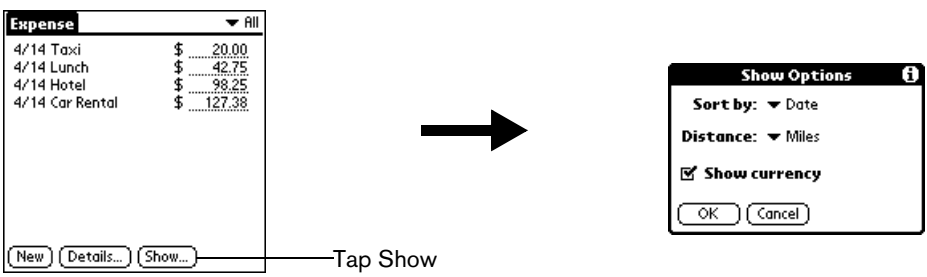
Note: If you want to use your custom currency symbol as the default for all Expense items, select the symbol in the Preferences dialog box. If you want to use your custom currency symbol only for a particular Expense item, select the symbol in the Receipt Details dialog box associated with that item.

## Show Options

Show Options define the sort order and other settings that relate to your Expense items.

To open the Show Options dialog box:

1. In the Expense list, tap Show.
2. Select any of the options.




| | |
|---|---|
| **Sort by** | Enables you to sort expense items by date or type. |
| **Distance** | Enables you to display Mileage entries in miles or kilometers. |
| **Show currency** | Shows or hides the currency symbol in the Expense list. |

3. Hold Option and press Return to finish.

# Transferring your data to Microsoft Excel

After you enter your expenses into the Expense application on your communicator, you can view and print the data with your computer.

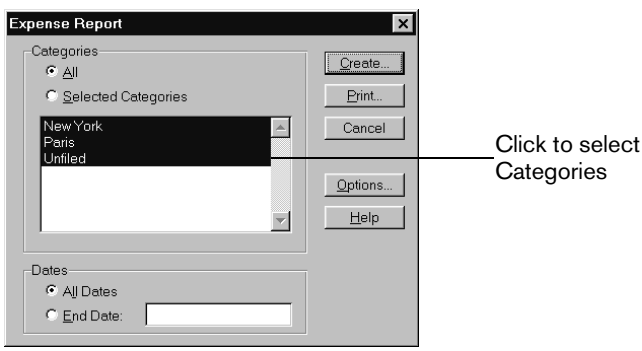
Note: You need Microsoft Excel version 5.0 (or later) to view and print your Expense data using one of the provided templates. Microsoft Excel is not included with the Treo communicator package. The procedures in this section also assume that you have installed Palm Desktop software as described on page 26.

## Creating or printing an expense report

It is easy to view and print your Expense data in a Microsoft Excel spreadsheet.

To create or print an expense report:

1. Perform a HotSync operation to transfer your latest Expense data to your computer.
2. Do one of the following:
   - Click Expense in Palm Desktop software to open Microsoft Excel and the Expense Report configuration dialog box.
   - From the Windows Start menu, click Programs, Palm Desktop, Expense Reports, and then choose your user name.
3. Click the expense category that you want.




Tip: You can press Ctrl+click to select multiple categories. To print the expenses associated with all of your Expense categories, select All in the Categories group.

4. If you want to define an end date for the expense report, enter the date in the End Date box.

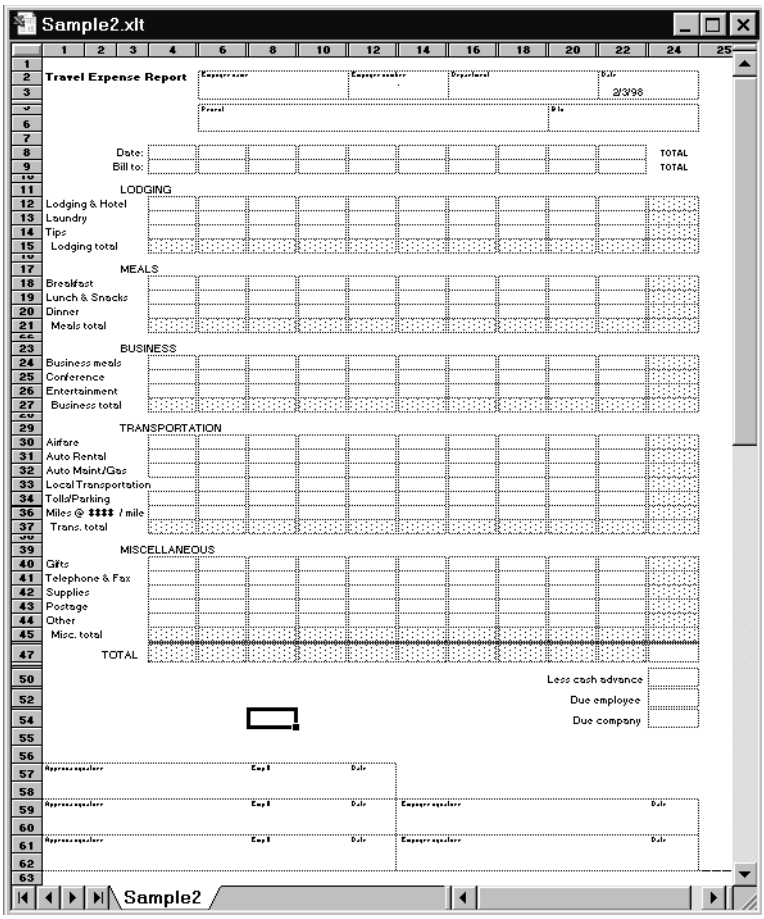
   Note: If you do not specify an end date, all expense entries for the selected categories appear — up to the date of the last HotSync operation.

5. Do one of the following:
   - Click Print to display the expense report in the Print Preview window, and then click Print in the Microsoft Excel window to print your expense report.
   - Click Create to display a Microsoft Excel spreadsheet containing your expense data. Your data appears in Microsoft Excel spreadsheet form. You can enter information, make formatting changes, and save and print the file in the normal manner.

## Using expense report templates

Palm Desktop software includes several expense report templates. When you use one of these templates, you can edit your expense data in Microsoft Excel.

The templates have the extension .xlt and are stored in the template folder in the Palm Desktop software directory on your computer. To see what a template looks like before you use it, open the template in Microsoft Excel. For example, the template Sample2.xlt looks like this:

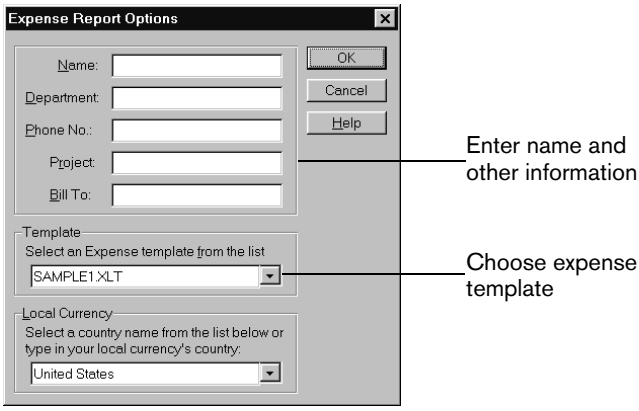



If you want to streamline or customize your expense reports, you can change these templates. For example, you can add your company name to a template. See Appendix C for information on changing templates.

To view your expense data using a Microsoft Excel template:

1. Display your expense data in a Microsoft Excel spreadsheet as described in the previous procedure.

2. Click Options.




3. Enter name, department, and other information as necessary for your expense report.

4. Click the Templates menu; then select an expense template.

   Note: If you want to create your own custom expense template and have it appear in the Templates menu, see Appendix C for more information.

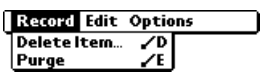
5. Click OK.

## Expense menus

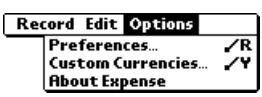
Expense menus are shown here for your reference, and Expense features that are not explained elsewhere in this guide are described here.

See page 33 for information about choosing menu commands.

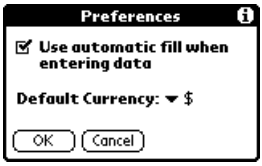
### Record menu




### Options menu



**Preferences**




- Use automatic fill. Lets you select an expense type by entering the first letter of an expense type. For example, if you enter the letter "T," it enters the "Taxi" expense type. Entering "T" and then "E" enters "Telephone" which is the first expense type beginning with the letters "TE."
- Default currency. Sets the default currency symbol for Expense.

**About Expense** Shows version information for Expense.

# SIM Book

In addition to storing your phone number and billing information, your SIM card also contains a phone list where you can store names and numbers that are separate from your Contacts and Speed Dial lists. By storing a phone list on your SIM card, you have immediate access to your phone list if you move your SIM card to another phone.

The SIM Book application is a utility that enables you to view and manage the phone list on your SIM card.

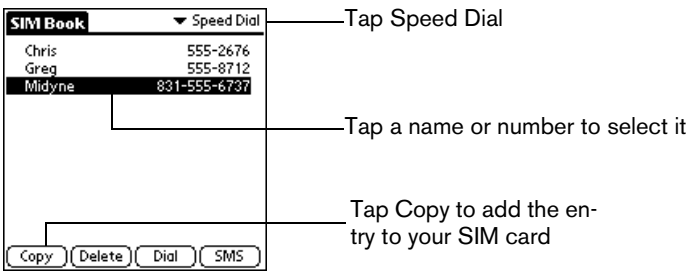
## Copying entries from your Speed Dial list to your SIM card

You can copy entries from your PhoneBook Speed Dial list to your SIM Book. This is a great way to save time and keep your SIM Book up-to-date.

To copy entries from your Speed Dial list to your SIM card:

1. Press Option and then press Menu to access the Applications Launcher.
2. Tap the SIM Book icon.
3. Tap Speed Dial in the pick list in the upper-right corner.
4. Tap the entry you want to copy.

   Tip: To copy all the numbers in your Speed Dial list, press Menu, and under Edit, select Copy All.




   Tip: A check mark indicates that the entry is already on both your Speed Dial list and your SIM list.

5. Tap Copy.

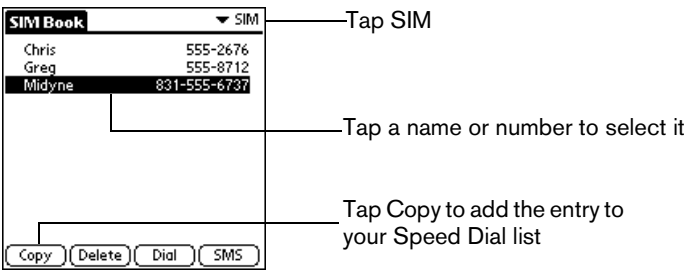
## Copying entries from your SIM card to your Speed Dial list

Just as you can copy entries from your PhoneBook Speed Dial list to your SIM Book, you can also copy entries from your SIM card to your PhoneBook Speed Dial list.

To copy entries from your SIM card to your Speed Dial list:

1. Tap SIM in the pick list in the upper-right corner.
2. Tap the entry you want to copy.

   Tip: To copy all the numbers in your Speed Dial list, press Menu , and under Edit, select Copy All.




   Tip: A check mark indicates that the entry is already on both your Speed Dial and SIM list.

3. Tap Copy.

## Deleting entries from your SIM card

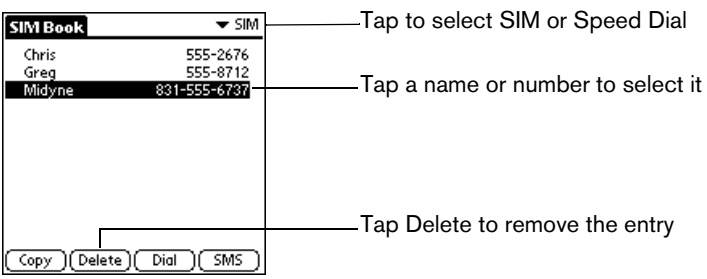
If you find that you no longer need a phone number, you can delete it from your SIM card.

To delete entries from your SIM card:

1. Tap SIM in the pick list in the upper-right corner.

   Tip: To delete entries from your Speed Dial list, tap Speed Dial instead.

2. Select the entry you want to delete.




3. Tap Delete.
4. Hold Option and press Return to confirm deletion.

## Dialing entries on your SIM card

In addition to storing phone numbers on your SIM card, you can also dial numbers using SIM Book.

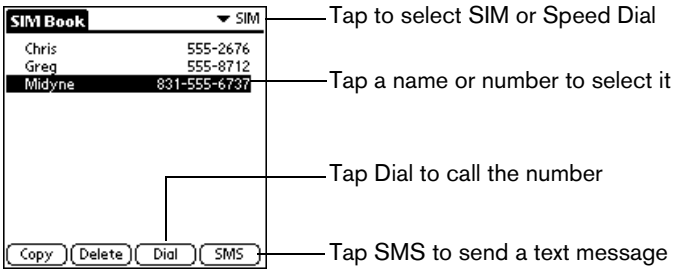
To dial entries from your SIM card:

1. Tap SIM in the pick list in the upper-right corner.

   Tip: You can also dial entries from your Speed Dial list by tapping Speed Dial instead.

2. Select the entry you want to dial.

   Tip: You can also send a text message to an SMS-enabled mobile phone by tapping a mobile phone number and then tapping SMS instead of Dial.



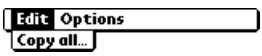

3. Tap Dial.

## SIM Book menus

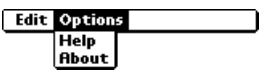
SIM Book menus are shown here for your reference, and SIM Book features that are not explained elsewhere in this guide are described here.

See page 33 for information about choosing menu commands.

### Edit menu




### Options menu




| | |
|---|---|
| Help | Opens a dialog where you can view tips about using the SIM Book application. |
| About | Opens a dialog where you can view version and copyright information for the SIM Book application. |

# SIM Services

The SIM Services application provides an interface between your SIM card and your phone. It enables your SIM card to store applications from your wireless service provider that can control functions on your phone. For example, your wireless service provider might offer an application that provides a secure connection for online banking services.

### To use SIM Services

1. Press Option and then press Menu to access the Applications Launcher.
2. Tap the SIM Services icon.

3. Tap the application you want to use.

   Note: If your wireless service provider did not install any applications on your SIM card, a message informs you that no services are on your SIM card.

4. If a list of options appears, tap the option you want to use.

Chapter 7

# Setting Preferences for Your Communicator

The Preferences screens enable you to customize the configuration options on your Treo™ 270 communicator.

## In the Preferences screens, you can do the following:

| | |
|---|---|
| **Buttons** | Assign different applications to the application buttons on the front of your communicator and the button on the HotSync® cable. |
| **Buttons 2** | Assign different applications to the rocker switch, the lid, and the application buttons when used in combination with the Option key. |
| **Connection** | Configure your communicator for use with a HotSync cable, for infrared communication, or for wireless data communication. |
| **Digitizer** | Calibrate the screen on your communicator. |
| **Formats** | Set the country default and the formats for dates, times, calendar, and numbers. |
| **General** | Set the current date and time, the auto shut-off interval, the Beam Receive feature, and the system, alarm, and game sounds. |
| **Network** | Configure your communicator for use with a wireless data network. |
| **Owner** | Assign your name, phone number, and other owner information to your communicator. |
| **Ringer** | Set the ringer volume level, unique ring tones for incoming calls and SMS messages, and vibrate settings. |
| **ShortCuts** | Define a list of abbreviations. |

# Viewing Preferences

To open the Preferences screens:

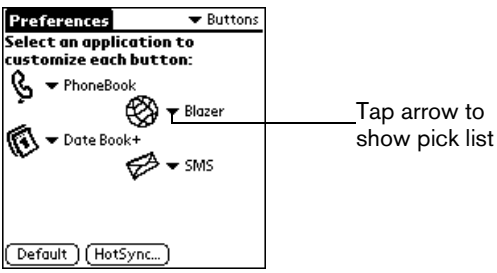
1. Press Option and then press Menu to access the Applications Launcher.
2. Tap the Preferences icon.
3. Tap the pick list in the upper-right corner of the screen.
4. Select the Preferences screen you want to view.

# Buttons Preferences

The Buttons Preferences screen enables you to associate different applications with the application buttons on the front of your communicator and the HotSync button on the cable. For example, if you find that you seldom use SMS Messaging and often use To Do List, you can assign the SMS Messaging button to start To Do List. Any changes you make in the Buttons Preferences screen become effective immediately; you do not have to change to a different screen or application. If you assign a different application to a button, you can still access the original application using the Applications Launcher.

To change the Buttons Preferences:

1. Tap the pick list next to the button you want to re-assign.




2. Tap the application that you want to assign to the button.

Tip: To restore all of the buttons to their factory settings, tap Default.

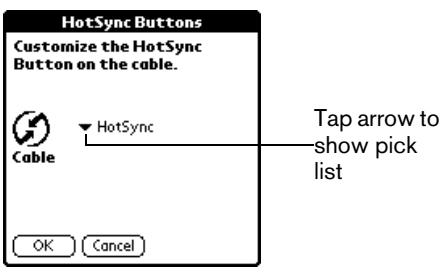
## HotSync Buttons Preferences

The HotSync Buttons Preferences screen also enables you to associate a different application with the button on the HotSync cable. Any changes that you make in the HotSync Buttons dialog box become effective immediately; you do not have to change to a different screen or application.

To change the HotSync Buttons Preferences:

1. From the Buttons Preferences screen, tap HotSync.

2. Tap the pick list.




3. Tap the application that you want to assign to the button.

   The default setting for the button is the HotSync setting, which means the cable performs its normal HotSync functions.

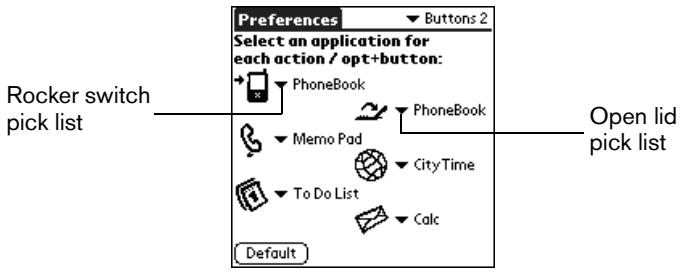
4. Hold Option and press Return to finish.

# Buttons 2 Preferences

The Buttons 2 Preferences screen enables you to choose which applications open when you press Option in combination with the application buttons on the front of your communicator. You can also re-assign the applications associated with the rocker switch and opening the lid on your communicator.

To change the Buttons 2 Preferences:

1. Tap the pick list next to the action you want to re-assign.




2. Tap the application that you want to assign to the action.

Tip: To restore all of the actions to their factory settings, tap Default.

# Connection Preferences

The Connection Preferences screen lets you create configurations for communicating with other hardware devices: PC, Modem, or Infrared. Configurations, or profiles, once activated are available to applications on your communicator. The Connection Preferences screen displays a list of available configurations that you can modify as needed. This list will vary depending on the software you have added to your communicator.

## Connection Types

There are several types of device connections you can choose when configuring Preferences:

| | |
|---|---|
| **Serial to PC** | Defines the direct serial connection between your communicator and your desktop computer. It is used to perform a local HotSync operation when your communicator is connected by its serial connector to the cable. The cable is attached to a serial (COM) port on your desktop computer. |
| **Serial to Modem** | Defines a connection between a modem attached to the serial connector of your communicator and a modem that is part of your computer or laptop. |
| **Wireless Modem to Modem** | Defines a connection between your communicator's built-in wireless modem and a dial-up service. Use this connection type to access dial-up data connections. |
| **Auto Detect to PC** | Defines a dynamic serial connection between your communicator and your desktop computer. Use this connection type with third-party applications that need to reconfigure the serial port when communicating with a computer. |

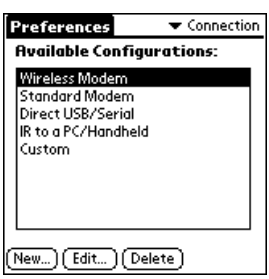
| | |
|---|---|
| **Auto Detect to Modem** | Defines a dynamic serial connection between your communicator and a modem. Use this connection type with third-party applications that need to reconfigure the serial port when communicating with a modem. |
| **USB/ Serial to PC** | Defines a direct serial or USB connection between your communicator and your desktop computer. When you select this option, your communicator detects which type of cable you have connected to your computer. |
| **USB/ Serial to Modem** | Defines a direct serial or USB connection between your communicator and a modem. When you select this option, your communicator detects which type of cable is connected to the modem. |
| **USB to PC** | Defines the direct USB connection between your communicator and your desktop computer. It is used to perform a local HotSync operation when your communicator is connected by its USB connector to the cable. The cable is attached to a USB port on your desktop computer. |
| **IrCOMM to PC** | Defines a connection between the IR port of your communicator and the infrared device of your computer or laptop. |
| **IrCOMM to Modem** | Defines a connection between the IR port of your communicator and a modem. The modem can be attached to a computer or some other device containing an IR port. |

## Setting wireless modem configurations

In most cases the preset GPRS configuration settings will enable you to connect to your wireless service provider's data services. In the event that you need to manually create a configuration to connect to your ISP or dial-in server, you must configure Wireless modem Connection Preference settings and Network Preferences settings in addition to configuring Connection settings to define the communication protocols for the selected device. To use a dial-up connection, your wireless service account must also include circuit switched data (CSD) services.

To create a Wireless Modem to Modem connection:

1. From the Connection Preferences screen, select Wireless Modem.




2. Tap Edit.

The name of the current configuration appears at the top of the screen.

3. Tap the Connection Method pick list and select Wireless Modem to Modem.
4. Tap the Dialing pick list and select TouchTone.

   Note: Select Rotary only if your telephone service does not support TouchTone dialing.
5. Tap the Volume pick list and select the speaker volume for the modem.
6. Tap Details.

7. Tap the Speed pick list and select 57,600.
8. Tap the Country pick list and select the country in which you are using your communicator.
9. Tap the Flow Control (Flow Ctl) pick list, and select Automatic, On (Xon), or Off (Xoff) flow control for the modem connection.
10. If needed, edit the Init String to change the modem setup string.
11. Hold Option and press Return twice to return to the Connection Preferences screen.

The following steps demonstrate how to create a modem connection that enables IR HotSync through an IR enabled modem. This modem would then dial a modem attached to your desktop to perform the remote HotSync operation.

### To create an IrCOMM to Modem connection:

1. In the Connection Preferences screen, tap New.
2. Enter a name for this configuration.
3. Tap the Connection Method pick list and select IrCOMM to Modem.

4. Tap the Dialing pick list and select TouchTone or Rotary.

   Note: Select Rotary only if your telephone service does not support TouchTone dialing.

5. Tap the Volume pick list and select the speaker volume.

6. Tap Details.

7. Enter the initialization string appropriate for your communicator.

8. Hold Option and press Return twice to return to the Connection Preferences screen.

# Digitizer Preferences

The Digitizer Preferences screen opens the digitizer calibration screen. This is the same screen that appears when you start your communicator for the first time. You can recalibrate your screen after a hard reset, or if your digitizer drifts.

# Formats Preferences

Use the Formats Preferences screen to set the country default and the display format of the dates, times, and numbers on your communicator.

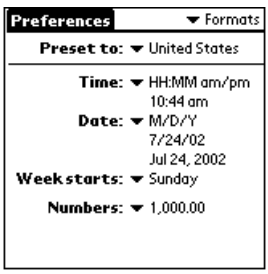
## Country default

The country default sets date, time, week start day, and number conventions based on geographic regions where you might use your communicator. For example, in the United Kingdom, time often is expressed using a 24-hour clock. In the United States, time is expressed using a 12-hour clock with an AM or PM suffix.

All your communicator applications use the Country default settings. See the next section in this chapter for information on customizing these settings.

### To set the country default:

1. Tap the country name pick list.




2. Tap the setting you want to use.

## Time, date, week start, and numbers formats

The Time setting defines the format for the time of day. The time format that you select appears in all applications on your communicator.

### To select the time, date, week start, and numbers format:

1. Tap the Time pick list and select a format.
2. Tap the Date pick list and select a format.
3. Tap the Week starts pick list, and select whether you want the first day of the week to be Sunday or Monday.

   Note: This setting controls the Day, Week, Month, Year, and List views in Date Book Plus and all other aspects of your communicator that display a calendar.

4. Tap the Numbers pick list, and select formats for the decimal point and thousands separator.

# General Preferences

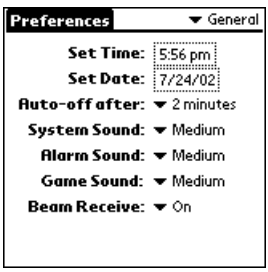
The General Preferences screen enables you to set the time, date, auto shutoff interval, the beam receive feature, and sounds for your communicator. See the section that begins on page 22 for information on setting the time and date.

## Auto-off delay

Your communicator has an automatic shutoff feature that turns off the power after a period of inactivity. This feature conserves battery power if you forget to turn off your communicator. If you find that your communicator shuts itself off before you finish viewing information on the screen, increase the auto-off setting.

### To set the Auto-off delay:

1. Tap the Auto-off pick list.
2. Tap the setting you want to use for the automatic shutoff feature: 30 seconds, 1 minute, 2 minutes, or 3 minutes.




Note: The Auto-off setting turns off only the handheld mode on your communicator. It does not turn off your communicator's wireless mode. So, you can still receive calls, e-mail and SMS messages after the automatic shutoff period.

## System, alarm, and game sounds

Your communicator uses a variety of sounds. The System, Alarm, and Game Sound settings enable you to turn the sounds on or off, and to adjust the volume level.

Note: If the ringer switch is set to no sound, the ringer setting overrides the sound settings and all sounds are turned off. The system, alarm, and game sounds are used when the ringer switch is set to the ring position.

### To set the system, alarm, and game sounds:

1. Tap the System Sound pick list and select the sound level.

   Note: When you turn off the System Sounds, you also turn off the "chime" tones associated with the HotSync operation.

2. Tap the Alarm Sound pick list and select the sound level.
3. Tap the Game Sound pick list and select the sound level.

   Note: The Game Sound setting works only with games that are programmed to respond to this setting. Older games typically do not respond to this setting.

# Network Preferences

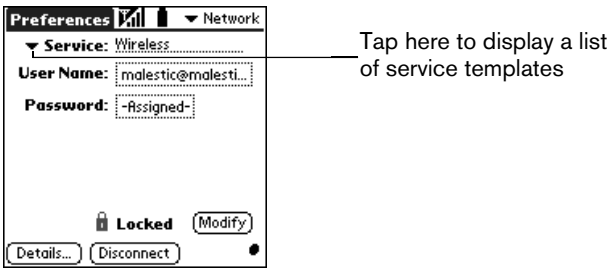
Network Preferences let you choose the network settings that the Blazer web browser and other Internet applications use to connect to the Internet. Your communicator may already be configured for use with one or more Internet service templates that are offered by your wireless service provider. You can also create and configure your own service templates to connect to your ISP (Internet Service Provider) or a dial-up server—provided that your wireless service account includes circuit switched data (CSD) services. Expert users can also use the Network Preferences screen to establish Infrared or direct USB/serial connections.

## Selecting a predefined service template

Service templates are a set of configuration settings that you can create, save, and reuse. Use the Service setting to select the service template for your wireless service provider, ISP, dial-in server, or GPRS network. The fields which appear vary based on the selected service template.

To select a service:

1. Tap the Service pick list.




2. Tap the predefined service template.

Note: If User Name and Password fields appear, tap Modify and then see pages 185 and 185 for instructions on entering or changing this information.

## Connecting to your service

After you select a service template, establishing a connection to your Internet Service Provider (ISP), your company's network (dial-in server), or a GPRS network is easy.

To establish a connection:

- Tap Connect to dial the current service and see the Service Connection Progress messages.

Tip: To see expanded Service Connection Progress messages, press the bottom scroll button.

To close a connection:

- Tap Disconnect to terminate the connection between your communicator and your service.

## Creating additional service templates

You can create additional service templates by duplicating existing service templates and editing information or from scratch. After you duplicate or create a new service template, you can add and edit settings as described in the sections that begin on page 184.

Note: Some pre-defined service templates are locked by the wireless service provider and cannot be duplicated.

### To duplicate an existing service template:

1. Tap the Service pick list.
2. Tap the predefined service template you want to duplicate.
3. Press Menu .
4. Under Service, select Duplicate (/L).

   A copy of the service template is added to the Service pick list.

### To add a new service template:

1. Press Menu .
2. Under Service, select New (/N).

   A new service template (called Untitled) is added to the Service pick list.

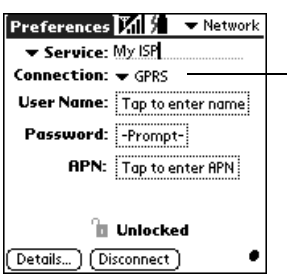
## Selecting a connection

Normally you'll use GPRS, ISDN, or wireless dial-up to establish a data connection, but you can also use the infrared port or connect an external modem to the USB port. See the section that begins on page 177 for details on how to configure Connection Preferences.

### To select a connection:

1. Tap the Connection pick list.

   The list displays the configurations in your Connection Preferences panel.




2. Select the appropriate Connection.

   Tip: For the fastest wireless data access, select GPRS as the Connection.

## Entering a user name

Although the User Name field can contain multiple lines of text, only two lines appear onscreen. This field identifies the name you use when you log into your wireless service provider, your Internet Service Provider, or your dial-in server. Many wireless service providers do not require a user name for GPRS connections. If you do not know your user name, contact your wireless service provider, your Internet Service Provider, or your dial-in server administrator.

To enter a user name:

1. Tap the User Name field.
2. Enter your user name.

Note: Most dial-in servers do not accept spaces in the user name.

## Entering a password

The Password box identifies the password you use to log into your wireless service provider, your ISP, or your dial-in server. However, many wireless service providers do not require a password for GPRS connections. If you do not know your password, contact your wireless service provider, your Internet Service Provider, or your dial-in server administrator.

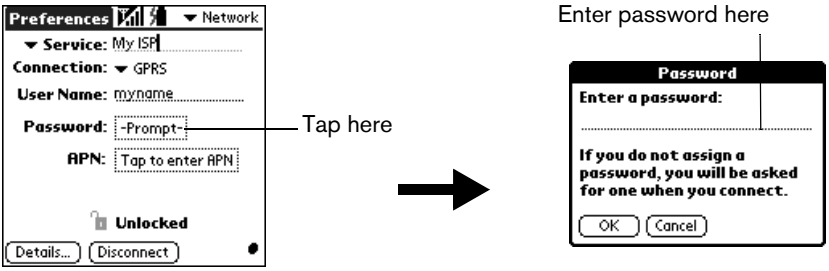
Your entry in this field determines whether your communicator prompts you to enter a password each time you log into your network:

- If you do not enter a password, your communicator displays the word “Prompt” in this field and asks you to enter a password during the login procedure.
- If a password is not required, your communicator displays the word “Unassigned” in this field.
- If you enter a password, your communicator displays the word “Assigned” in this field and does not prompt you to enter a password during the login procedure.

Note: If you are concerned about security, do not enter a password in this field. You will be prompted to enter a password each time you connect.

To enter a password:

1. Tap the Password field.
2. Enter the password you use to log into your server.




3. Hold Option and press Return to finish.

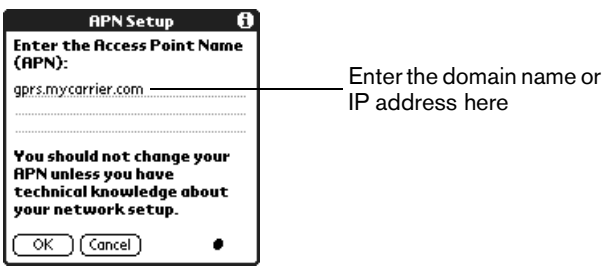
Note: The Password field updates to display the word "Assigned."

## Configuring GPRS settings

When you select the APN field, your communicator opens a dialog box in which you define the Access Point Name (APN) you use to connect a GPRS network server. If you do not know your APN, contact your wireless service provider.

To enter your access point name:

1. Tap the APN field.
2. Enter the domain name or IP address you use to connect to the GPRS network server associated with this network connection.


APN Setup
Enter the Access Point Name (APN):
gprs.mycarrier.com
You should not change your APN unless you have technical knowledge about your network setup.
OK
Cancel
Enter the domain name or IP address here

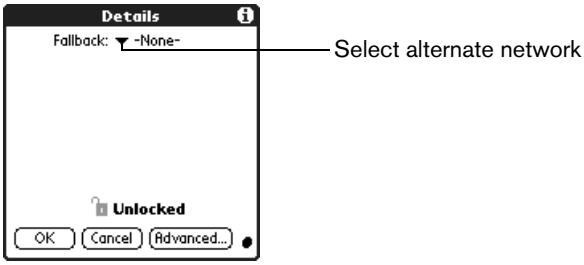
3. Hold Option and press Return to finish.

### Entering Details and Advanced GPRS settings

If you are using a copy of a predefined service template, you probably do not need to enter Details or Advanced settings. If you are creating a new service template, you may need to enter additional information for your GPRS network in the Details or Advanced dialog box.

To select Details and Advanced GPRS settings:

1. Tap Details.




2. Tap the Fallback pick list and select the network service you want to use if the current selection fails.
3. Tap Advanced.

Note: The Domain Naming System (DNS) is a mechanism in the Internet for translating the names of host computers into IP addresses. When you enter a DNS number (or IP address), you are identifying a specific server that handles the translation services. Each IP address has four sections, separated by periods. Each section of an IP address is made up of a number from 0 to 255; numbers are the only allowable characters in this field.

Most Internet Service Providers automatically provide DNS information. Leave the Query DNS option checked unless you are certain you need to manually enter DNS information. Ask your Internet Service Provider or System Administrator for the correct Primary or Secondary DNS IP numbers.

4. If you need to enter a DNS address, tap the Query DNS check box to deselect it.
5. Tap the space to the left of the first period in the Primary DNS field, and then enter the first section of the IP address.

   Note: Each section must be a number from 0 to 255.

6. Repeat step 5 for the second, third, and last sections of the Primary DNS field.
7. Repeat steps 5 and 6 for the Secondary DNS number.
8. Option and press Return to finish.

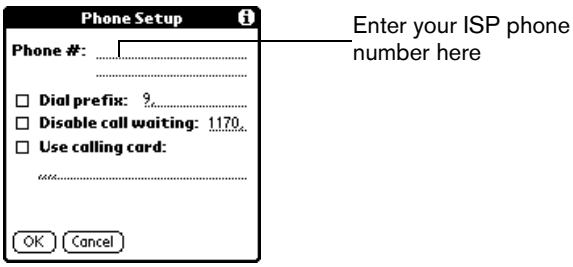
# Configuring dial-in, ISDN, infrared, and USB/serial settings

When you select the Phone field, your communicator opens a dialog box in which you define the telephone number you use to connect with your ISP or dial-in server. In addition, you can also define a prefix, disable Call Waiting, and give special instructions for using a calling card.

Note: The Phone Setup dialog box works correctly for AT&T and Sprint long-distance services. However, because MCI works differently, MCI customers need to put the calling card number in the Phone # field and the phone number in the Use calling card field.

To enter your server phone number:

1. Tap the Phone field.
2. Enter the phone number you use to reach your ISP or dial-in server.



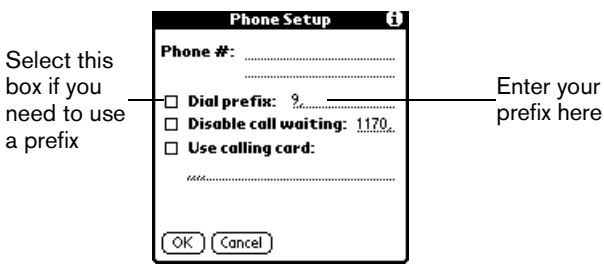

3. If you need to enter a prefix or disable Call Waiting, skip to those procedures. Otherwise, hold Option and press Return to finish.

## Entering a prefix

A prefix is a number that you dial before the telephone number to access an outside line. For example, many offices require that you dial "9" to dial a number outside the building.

To enter a prefix:

1. Tap the Dial Prefix check box to select it.



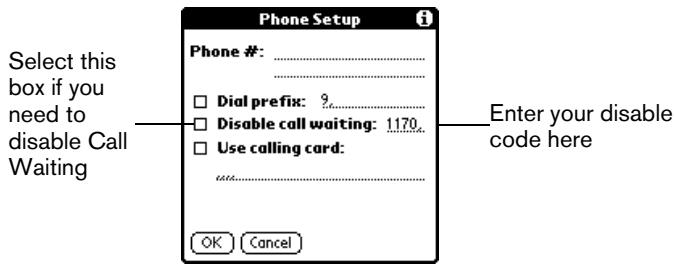

2. Enter the prefix.
3. Hold Option and press Return to finish.

## Disabling Call Waiting

Call Waiting can cause your session to terminate if you receive a call while you are connected. If your telephone has Call Waiting, you need to disable this feature before logging into your ISP or dial-in server.

### To disable Call Waiting:

1. Tap the Disable call waiting check box to select it.




2. Enter the code to disable Call Waiting on the Disable call waiting line.

   Note: Each telephone company assigns a code to disable Call Waiting. Contact your local telephone company for the code that is appropriate for you.

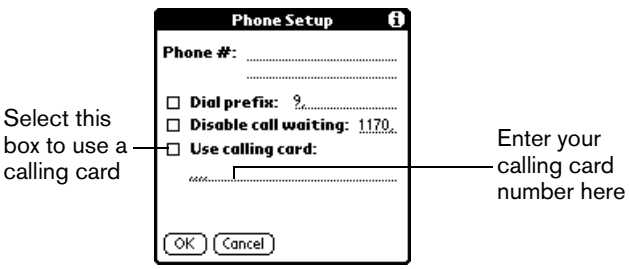
3. Hold Option and press Return to finish.

## Using a calling card

The Use calling card field enables you to use your calling card when dialing your ISP or Intranet server. Keep in mind that there is usually a delay before you enter your calling card number. When you define your calling card number, you need to add commas at the beginning to compensate for this delay. Each comma delays transmission of your calling card number for two seconds.

### To use a calling card:

1. Tap the Use calling card check box to select it.




2. Enter your calling card number on the Use calling card line.

   Note: It's a good idea to add at least three commas at the beginning of your calling card number to compensate for the cue delay.

   Tip: MCI customers must enter the calling card number in the Phone # field, and the phone number in the Use Calling Card field.

3. Hold Option and press Return to finish.

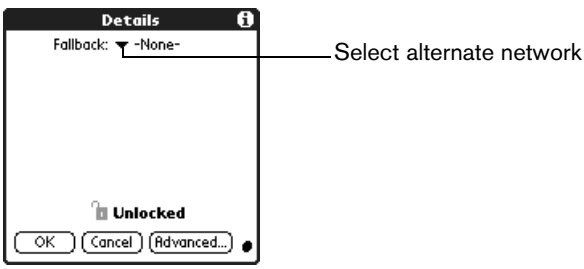
## Entering Details for dial-in, ISDN, infrared and USB/serial settings

If you are using a copy of a predefined service template, you probably do not need to enter Details settings. If you are creating a new service template, you may need to provide additional information for your ISP or dial-in server. You use the Details dialog box to enter Fallback and Idle timeout settings for the selected service template.

The Fallback setting specifies an alternate network service to use if the current selection fails. The Idle timeout setting defines how long your communicator waits before dropping the connection with your ISP or dial-in server when you switch out of a TCP/IP application.

### To set Details for a dial-in or ISDN service template:

1. Tap Details.




2. Tap the Fallback pick list and select the network service you want to use if the current selection fails.
3. Tap the Idle timeout pick list and select one of the following options:

| | |
|---|---|
| **Immediate** | Drops the connection to your ISP immediately when you switch to another application. |
| **1 minute** | Waits one minute for you to open another application before it drops the connection. |
| **2 minutes** | Waits two minutes. |
| **3 minutes** | Waits three minutes. |
| **Power Off** | Keeps your connection until you turn off your communicator (or until it times out). See page 182 for information on the Auto-off delay setting. |

4. Hold Option and press Return to finish.

# Entering Advanced dial-in, ISDN, infrared, and USB/serial settings

If you are using a copy of a predefined service template, you probably do not need to enter Advanced settings. If you are creating a new service template, you may need to provide additional information for your ISP or dial-in server in the Advanced dialog box.

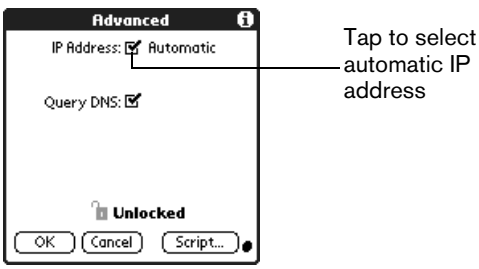
## IP address

Everyone who logs on to the Internet needs to have a unique identifier (an IP address), whether permanent or temporary. Some networks dynamically assign a temporary IP address when clients log in. The IP Address field lets you identify whether your network provides automatic (dynamic) temporary IP addressing.

Note: Most Internet Service Providers automatically assign IP addresses. Leave the Automatic IP Address option checked unless you are certain you need to manually enter IP address information.

### To identify dynamic IP addressing:

- Tap the IP Address check box to select it.




### To enter a permanent IP address:

1. Tap the IP Address check box to deselect it and display a permanent IP address field below the check box.
2. Tap the space to the left of the first period then enter the first section of the IP address.

   Note: Each section must be a number from 0 to 255.
3. Tap and enter the remaining sections of the IP address.
4. Hold Option and press Return to finish.

## Query DNS

The Domain Naming System (DNS) is a mechanism in the Internet for translating the names of host computers into IP addresses. When you enter a DNS number (or IP address), you are identifying a specific server that handles the translation services.

Each IP address has four sections, separated by periods. In the Details dialog box, you enter each section separately. Each section of an IP address is made up of a number from 0 to 255; numbers are the only allowable characters in this field.

Ask your Internet Service Provider or System Administrator for the correct Primary or Secondary DNS IP numbers.

Note: Most Internet Service Providers automatically provide DNS information. Leave the Query DNS option checked unless you are certain you need to manually enter DNS information.

To enter a primary and secondary DNS:

1. Tap the Query DNS check box to deselect it.
2. Tap the space to the left of the first period in the Primary DNS field, and then enter the first section of the IP address.

   Note: Each section must be a number from 0 to 255.

3. Repeat step 2 for the second, third, and last sections of the Primary DNS field.
4. Repeat steps 2 and 3 for the Secondary DNS number.
5. Hold Option and press Return to finish.

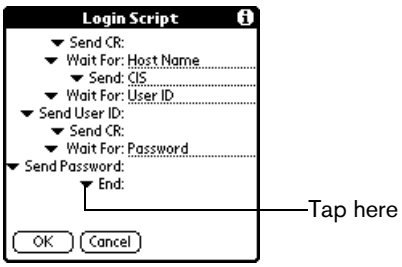
## Creating a login script

A login script is a series of commands, similar to an autoexec.bat file, that automates logging into your ISP. You can create login script files by selecting commands from the Command pick list in the Login Script dialog. Some commands from the Command pick list, such as Send, require you to supply additional information. Those commands have a parameter field so that you can add the necessary data.

Note: You can also use non-ASCII and literal characters in your login script. See Appendix D for more information.

To create a login script:

1. Tap Script.
2. Tap the End pick list.




3. Tap the command you want from the Command list. If the command requires additional information, a field appears to the right of it for you to enter the information. The following commands are available:

| | |
|---|---|
| **Wait For** | Tells your communicator to wait for specific characters from the TCP/IP server before executing the next command. |
| **Wait For Prompt** | Detects a challenge-response prompt from the server and displays a dynamically generated challenge value. When you enter the challenge value into your token card, this generates a response value for you to enter on your communicator. This command takes two arguments, separated by a vertical bar (\|) on the input line. |
| **Send** | Transmits specific characters to the TCP/IP server to which you are connecting. |
| **Send CR** | Transmits a carriage return or LF character to the TCP/IP server to which you are connecting. |
| **Send User ID** | Transmits the User ID information entered in the User ID field of the Network Preferences screen. |
| **Send Password** | Transmits the password entered in the Password field of the Network Preferences screen. If you did not enter a password, this command prompts you to enter one. The Password command is usually followed by a Send CR command. |
| **Delay** | Tells your communicator to wait a specific number of seconds before executing the next command in the login script. |
| **Get IP** | Reads an IP address and uses it as the IP address for your communicator. This command is used with SLIP connections. |
| **Prompt** | Opens a dialog box and prompts you to enter text of some kind (for example, a password or a security code). |
| **End** | Identifies the last line in the login script. |

4. Repeat steps 2 and 3 until the login script is complete.
5. Hold Option and press Return to finish.

## Deleting a service template

There is only one way to delete a service template: use the Delete command from the Service menu.

To delete a service template:

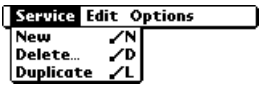
1. Tap the Service pick list.
2. Tap the service template you want to delete.
3. Press Menu .
4. Under Service, select Delete (/D).
5. Hold Option and press Return to finish.

## Network Preferences menu commands

The Network Preferences screen includes menu commands to make it fast and easy to create and edit service templates. TCP/IP application menus are show here for your reference.

See page 33 for more information about choosing menu commands.

### Service menu




### Options menu

## TCP/IP troubleshooting

If you are having a problem establishing a network connection using TCP/IP, check this section and try the suggestions listed.

### Checking your wireless service status

Make sure the wireless mode on your communicator is active and that you are in a coverage area. The LED on the top of your communicator and the signal bars at the top of the PhoneBook screen provide visual cues about the wireless mode status. See page 16 and page 82 for details.

### Displaying expanded Service Connection Progress messages

It's helpful to identify at what point in the login procedure the connection fails. An easy way to do this is to display the expanded Service Connection Progress messages. Expanded Service Connection Progress messages describe the current stage of the login procedure. Press the bottom scroll button at any point during login to display these messages.

### Viewing the Network Log

If viewing the expanded Service Connection Progress messages does not give you enough information to find out why you cannot connect to your ISP or dial-in server, take a look at the Network Log. The Network Log lists all of the communication that occurs between your communicator and your dial-in server during the login procedure. The information in the Network Log can help your ISP or your System Administrator pinpoint where the login procedure communication fails and why.

To view the Network Log:

1. Press Menu .
2. Under Options, select View Log (/V).
3. Use the scroll buttons to see the entire Network Log.
4. Hold Option and press Return to finish.

### Adding a DNS number

If your ISP or dial-in server requires a DNS number and you did not enter that information in the Network Preferences screen, it will appear that you successfully logged into your network. When you try to use an application or look up information, however, the connection fails. If this occurs, try adding a DNS number. Ask your ISP or your System Administrator for the correct Primary and Secondary DNS IP numbers.

# Owner Preferences

The Owner Preferences screen enables you to record a name, company name, phone number, or any other information that you want to associate with your communicator.

If you use the Security application to turn off and lock your communicator with a password, information that you put in the Owner Preferences displays the next time you turn on your communicator.

To enter the Owner Preferences:

- Enter the text that you want to associate with your communicator in the Owner Preferences screen. If you enter more text than can fit on one screen, a scroll bar automatically appears on the right side of the screen.

If you assign a password with the Security application, the information in the Owner Preferences screen cannot be changed. In this case, an Unlock button appears at the bottom of the screen.

To unlock the Owner Preferences screen:

1. Tap Unlock.
2. Enter the password that you defined in the Security application.
3. Hold Option and press Return to finish.

# Ringer Preferences

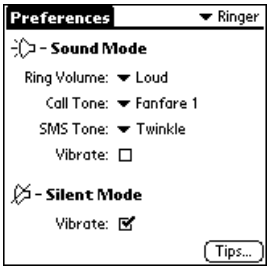
The Ringer Preferences screen controls the behavior of the ringer on your communicator. You can control the ring volume, select unique ring tones for incoming voice calls and SMS messages, and turn the vibrate option on and off for each of the two ringer switch positions.

To select Ringer Preferences:

1. Tap the Ring Volume pick list and select the level you want to use for incoming voice calls and SMS messages.

2. Tap the Call Tone pick list and select a ringer sound for incoming voice calls.

   Note: When you select a ringer sound, the sound plays once. To avoid playing the sound, move the ringer switch to the silent position before selecting a new ringer sound.




3. Tap the SMS Tone pick list and select a ringer sound for incoming SMS messages.

4. Tap the Vibrate check boxes to enable or disable the vibrate option for the corresponding ringer switch position: Sound Mode and Silent Mode .

# ShortCuts Preferences

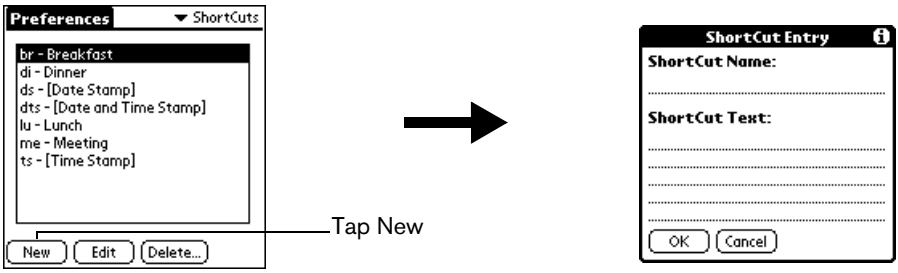
The ShortCuts Preferences screen enables you to define abbreviations for entering text. This section describes how to create, edit, and delete a ShortCut. See page 34 for information on the use of ShortCuts.

## Creating a ShortCut

You can create a ShortCut for any words, letters, or numbers. All ShortCuts you create appear on the list in the ShortCut Preferences screen. All the ShortCuts are available in any of your communicator applications and are backed up on your computer when you perform a HotSync operation.

To create a ShortCut:

1. Tap New.
2. On the ShortCut name line, enter the letters you want to use to activate the ShortCut.




3. Tap the ShortCut Text area and enter the text that you want to appear when you type the ShortCut characters.

   Tip: You may want to add a space (space character) after the last word in your ShortCut text. This way, a space automatically follows the ShortCut text.

4. Hold Option and press Return to finish.

   Tip: To use a ShortCut, enter the ShortCut symbol followed by the ShortCut characters. See page 34 for details.

## Editing a ShortCut

After you create a ShortCut, you can modify it at any time.

To edit a ShortCut:

1. Tap the ShortCut you want to edit.
2. Tap Edit.
3. Make the changes you want.
4. Hold Option and press Return to finish.

## Deleting a ShortCut

If you no longer need a ShortCut, you can delete it from the list of ShortCuts.

To delete a ShortCut:

1. Tap the ShortCut you want to delete.
2. Tap Delete.
3. Hold Option and press Return for Yes.

Chapter 8

# Advanced HotSync® Operations

HotSync® Manager enables you to synchronize data between one or more Palm OS® devices and Palm™ Desktop software or another PIM such as Microsoft Outlook. To synchronize data, you must connect your Treo™ 270 communicator and your desktop software either directly, by connecting your communicator to the HotSync cable attached to your computer or using infrared communication, or indirectly, with using the built-in wireless modem or a network.

This chapter describes how to select HotSync options and perform a HotSync operation via the infrared port, the built-in wireless modem, or a network. See page 76 for information about performing your first and subsequent local HotSync operations.

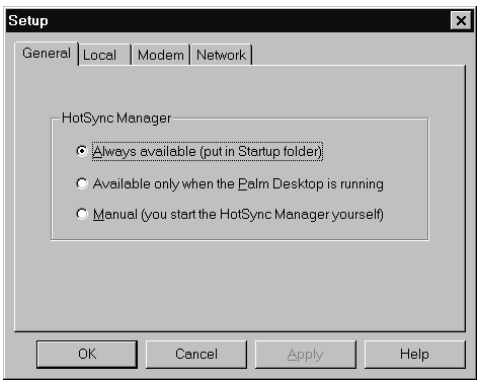
## Selecting HotSync setup options

You can choose when you want HotSync Manager to run. If necessary, you can adjust the local and modem HotSync settings as well.

To set the HotSync options:

1. Click the HotSync Manager icon ™ in the Windows system tray.

2. Choose Setup.



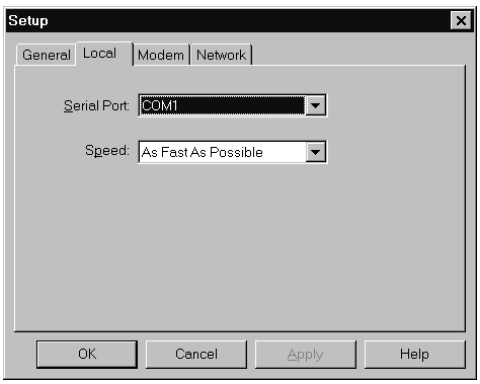

3. Click the General tab and select one of the following options:

**Always available** Adds HotSync Manager to the Startup folder and constantly monitors the communication port for synchronization requests from your communicator. With this option, the HotSync Manager synchronizes data even when Palm Desktop software is not running.

| | |
|---|---|
| **Available only when Palm Desktop software is running** | Starts HotSync Manager and monitors requests automatically when you open Palm Desktop software. |
| **Manual** | Monitors requests only when you select HotSync Manager from the Start menu. |

Tip: If you're not sure which option to use, keep the default setting: Always available.

4. Click the Local tab to display the settings for the connection between your computer and the HotSync cable, and adjust the following options as needed.




**Serial Port** Identifies the port that your desktop software uses to communicate with the optional serial HotSync cable. This selection should match the number of the port to which you connected the optional cable.

Note: Your communicator cannot share this port with an internal modem or other device.

**Speed** Determines the speed at which data is transferred between your communicator and your desktop software. Try the As Fast As Possible rate first, and adjust downward if you experience problems. This setting allows your desktop software and your communicator to find and use the fastest speed.

5. Click the Modem tab to display the modem settings and adjust the options as needed. See page 206 for more information.

6. If you are attached to a network, click the Network tab to display the network settings and adjust the options as needed. See page 210 for more information.

7. Click OK.

# Customizing HotSync application settings

For each application, you can define a set of options that determines how records are handled during synchronization. These options are called a “conduit.” By default, a HotSync operation synchronizes all files between the communicator and your desktop software.

In general, you should leave the settings to synchronize all files. The only reason you might want to change these settings is to overwrite data on either your communicator or your desktop software, or to avoid synchronizing a particular type of file because you don't use it.

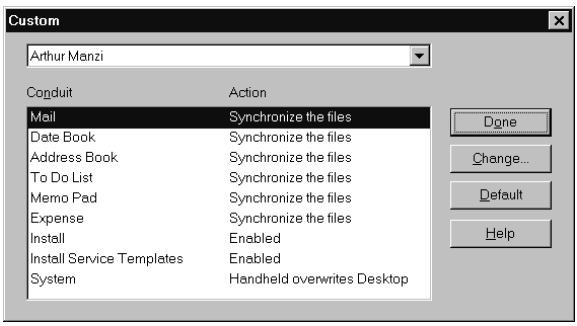
In addition to the conduits for the applications on your communicator, HotSync Manager includes System and Install conduits. The System conduit backs up the system information stored on your communicator, including keyboard ShortCuts. The Install conduit installs applications on your communicator.

To customize HotSync application settings:

1. Click the HotSync Manager icon in the Windows system tray (bottom-right corner of the taskbar).

   Tip: You can also click the HotSync command on the Palm Desktop software menu bar.

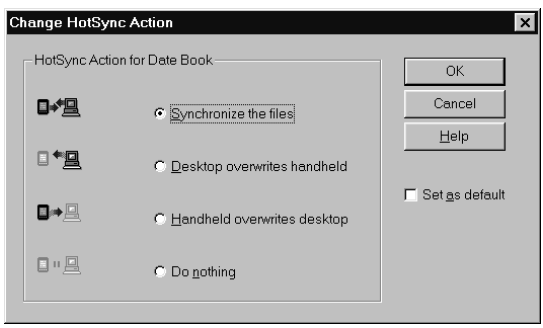
2. From the HotSync Manager menu, choose Custom.




3. Select the appropriate user name from the list.

4. Select an application in the Conduit list.

5. Click Change.



6. Click the direction in which you want to write data, or click Do Nothing to skip data transfer for an application.

   Note: Changing the HotSync setting from the default affects only the next HotSync operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, select the Set As Default box. Thereafter, whatever you selected as the default setting is used when you click the Default button in the Custom dialog.

7. Click OK.

8. Repeat steps 4 through 7 to change conduit settings for other applications.

9. Click Done to activate your settings.

# IR HotSync operations

Your communicator is equipped with an infrared (IR) port that supports the IrCOMM implementation of the standards for infrared communication established by the Infrared Data Association (IrDA). This means that you can beam data to any other device that supports the IrCOMM implementation of the IrDA standards. Most importantly, you can use the IR port to perform HotSync operations. When you use the IR port on your communicator to perform HotSync operations, you don't need your HotSync cable. You simply enable infrared communication on your computer and your communicator and then perform an IR HotSync operation. So there's no need to carry your cable when you're on the road with an infrared-enabled laptop.

## Preparing your computer for infrared communication

To perform an IR HotSync operation, the computer you want to synchronize with must have an enabled infrared port or be connected to an infrared device that supports the IrCOMM implementation of the IrDA standards.

Desktop computers are likely to require an infrared device attached to a physical COM port. Laptops are likely to have a built-in IR port. Your computer must also have an installed infrared driver.

### Does your computer support infrared communication?

If your computer uses Microsoft Windows 98, Windows Me, or Windows 2000, infrared communication is built into the operating system. Some versions of Windows 95 also have built-in infrared communication. If you are using another type of computer, check the documentation that came with your computer to see if it supports infrared communication.

#### To check the ports used for infrared communication with Windows 98 and Me:

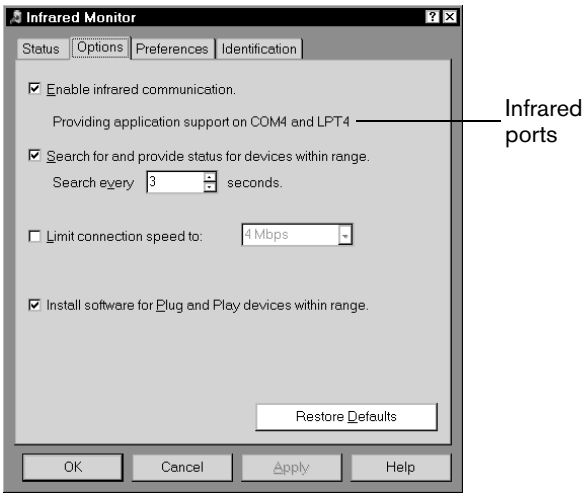
1. In the Windows taskbar click Start, choose Settings, and then choose Control Panel.

2. Double-click the Infrared icon.

   Note: If you do not see the Infrared icon, you need to install an infrared driver.

3. Click the Options tab.

4. Select Enable infrared communication.




   The COM port displayed on this screen is the port associated with your infrared device. It should be different from the port currently defined for cable synchronization.

5. Write down the port listed as “Providing application support” so you can configure HotSync Manager for infrared communication.

   This port is the simulated port. It is the channel through which the actual infrared communication takes place between your computer and your communicator.

6. Deselect all other check boxes in the Options tab.

7. Click Apply and then click OK.

To enable infrared communication with Windows 2000:

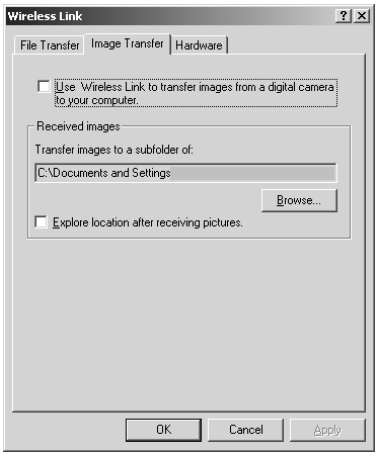
1. Click the HotSync Manager icon in the Windows system tray (bottom-right corner of the taskbar).

2. Choose Exit to close HotSync Manager.

3. In the Windows taskbar click Start, choose Settings, and then choose Control Panel.

4. Double-click the Wireless Link icon.

5. Click the Image Transfer tab and deselect the Use Wireless Link to transfer images from a digital camera to your computer check box.




6. Click OK.

7. Disable any other application that opens the IR port.

## Configuring HotSync Manager for infrared communication

Next you need to go to the HotSync Manager and configure it for infrared communication. In Windows 98 and Me, you need to specify the simulated port used for infrared communication. In Windows 2000, you simply need to activate the infrared menu item.

To configure HotSync Manager for infrared communication with Windows 98 and Me:

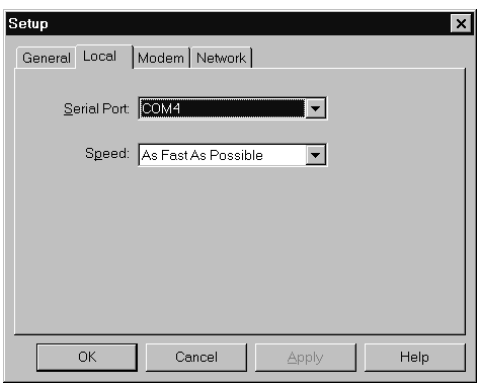
1. Click the HotSync Manager icon in the Windows system tray.

2. Make sure Local Serial is checked on the menu.

3. Choose Setup.

4. Click the Local tab.

5. In the Serial Port list, select the simulated port used for infrared communication. See the previous section for instructions on identifying the simulated port.




6. Click OK.

The HotSync Manager is now communicating with the simulated port defined for infrared communication.

Note: You cannot use your cable again until you reconfigure the HotSync Manager to communicate with the port defined for cable synchronization.

To configure HotSync Manager for infrared communication with Windows 2000:

1. If necessary, start HotSync Manager.
2. Click the HotSync Manager icon in the Windows system tray.

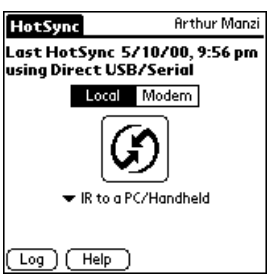
3. Choose InfraRed from the HotSync Manager menu.

## Performing an IR HotSync operation

After you complete the steps to prepare for an IR HotSync operation it is easy to perform the actual operation.

To perform an IR HotSync operation:

1. Press Option and then press Menu to access the Applications Launcher.
2. Tap the HotSync icon.
3. Tap Local.
4. Tap the pick list below the HotSync icon and select IR to a PC/Handheld.




5. Position your communicator's IR port within a couple of inches of your computer's infrared port.
6. Tap the HotSync icon to start the IR HotSync operation.

## Returning to serial cable HotSync operations

It's easy to return to using the cable for HotSync operations.

Note: If you're using a USB cable and the Local USB option is already selected on the HotSync Manager menu, you don't need to do anything to return to cable operations.

To return to serial cable HotSync operations with Windows 98 and Me:

1. If needed, connect the cable to your computer.
2. Click the HotSync Manager icon in the Windows system tray.
3. Choose Setup, and then click Local.
4. In the Serial Port list, select the COM port where your cable is connected.
5. Click OK.

To disable infrared communication with Windows 2000:

1. Click the HotSync Manager icon in the Windows system tray.
2. Uncheck InfraRed on the menu.
3. In the Windows taskbar click Start, choose Settings, and then choose Control Panel.
4. Double-click the Wireless Link icon.
5. Click the Image transfer tab, and select the Use Wireless Link to transfer images from a digital camera to your computer check box.

The next time you want to perform a HotSync operation just press the HotSync button on the cable. You can leave the HotSync application on your communicator set to perform IR HotSync operations and still use the cable. This is useful if you perform HotSync operations with both your desktop computer and a laptop. When you are in the office just connect your communicator to the cable and press the HotSync button. When you travel, you don't have to carry a cable.

# Conducting a wireless HotSync operation

Your communicator includes a built-in wireless modem which you can use for wireless synchronization when you are away from your computer.

Note: The first HotSync operation must be local, using the cable. After that, you can perform a wireless HotSync operation.

To perform a wireless HotSync operation you must complete the following steps:

- Connect a modem to your computer
- Configure HotSync Manager for use with your modem
- Configure the Modem Preferences on your communicator

# Preparing your computer

There are a few steps you must perform to prepare your computer for a wireless HotSync operation. Be sure to perform these steps before you leave your office so that your computer is ready to receive a call from your communicator.

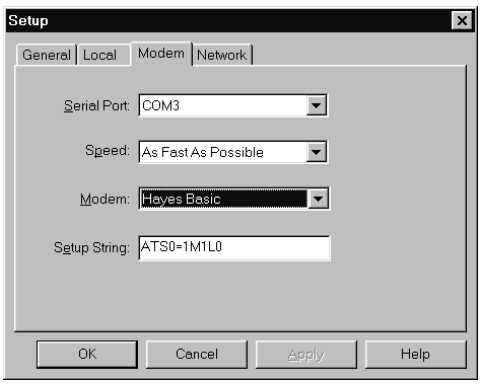
To prepare your computer for a wireless HotSync operation:

1. Confirm that the computer modem is connected and turned on, and that no communications applications, such as fax or telephony software, are running on a COM port.

   Note: Make sure the computer is disconnected from all online services, such as America Online (AOL) and CompuServe. This helps to avoid conflicts with the COM port.

2. Start HotSync Manager if it is not already running, and from the HotSync Manager menu, choose Modem.

3. Adjust the following options as needed.




| | |
|---|---|
| **Serial Port** | Identifies the port for the modem. If you are unsure of the port assignment, look at the Modem Properties in the Windows Control Panel. |
| **Speed** | Determines the speed at which data is transferred. Try the As Fast As Possible rate first, and adjust downward if you experience problems. This setting allows your desktop software and your communicator to find and use the fastest speed. |
| **Modem** | Identifies the modem type or manufacturer. Refer to your modem manual or face plate for its type or settings. If you're not sure of your modem type or your modem doesn't match any that appear in the list, select Hayes Basic. |
| **Setup String** | Identifies the setup string for your particular modem. Not all modems require a setup string. Refer to your modem manual and enter the setup string if recommended by the manufacturer. |

4. Click OK.

## Preparing your communicator

There are a few steps you must perform to prepare your communicator for a wireless HotSync operation.

To prepare your communicator for a wireless HotSync operation:

1. Press Option and then press Menu to access the Applications Launcher.
2. Tap the HotSync icon.
3. Tap Modem.

4. Tap the pick list below the HotSync icon and select Wireless Modem.
5. Tap the Enter Phone # field.

   Note: If you plan to connect to your company's dial-in server (network modem) instead of connecting to a computer modem, see page 210.

6. Enter the telephone number to access the modem connected to your computer.
7. If needed, enter a dial prefix (such as "9") to access an outside line, and then tap the Dial Prefix check box.

   Tip: You can enter a comma in the field to introduce a "pause" in the dialing sequence. Each comma equals a two second pause.

8. Select the Disable call waiting check box to avoid an interruption during the wireless HotSync operation.
9. If you want to use a calling card to place the call, select the check box and enter the calling card number.
10. Hold Option and press Return to finish.

## Selecting the conduits for a wireless HotSync operation

The Conduit Setup dialog box on your communicator enables you to define which files and/or applications synchronize during a wireless HotSync operation. You can use these settings to minimize the time required for wireless synchronization.

To change the Conduit Setup for a wireless HotSync operation:

1. Press Option and then press Menu to access the Applications Launcher.
2. Tap the HotSync icon.
3. Press Menu.
4. Under Options, select Conduit Setup (/D).
5. Tap the check boxes to deselect the files and applications that you do not want to synchronize during a wireless HotSync operation. The default setting is to synchronize all files.

Note: Applications that do not have a database (such as games) do not synchronize — even if you select the item in the Conduit Setup dialog box.

6. Hold Option and press Return to finish.

## Performing a wireless HotSync operation

After you prepare your computer and your communicator, and select your Conduit Setup options, you are ready to perform a wireless HotSync operation.

To perform a wireless HotSync operation:

1. Press Option and then press Menu to access the Applications Launcher.
2. Tap the HotSync icon.
3. Tap the Modem icon to dial the desktop modem and synchronize the applications.
4. Wait for the HotSync operation to finish. If you have any problems conducting a successful HotSync operation, see Appendix B.

# Conducting a HotSync operation via a network

When you use the Network HotSync software, you can take advantage of the Local Area Network (LAN) and Wide Area Network (WAN) connectivity available in many office environments. The Network HotSync software enables you to perform a HotSync operation by using the WAN to dial-in to a network or by using a cable that is connected to any computer on your LAN (provided that the computer connected to the cable also has the Network HotSync software installed, your computer is on, and the HotSync Manager is running).

## Connecting to your company's dial-in server

The Network HotSync software requires the following:

- Your computer has TCP/IP support installed.
- Both your company's network system and its remote access server support TCP/IP. (Your System Administrator has this information.)
- You have a remote access account. (If you don't have an account, consult your System Administrator.)

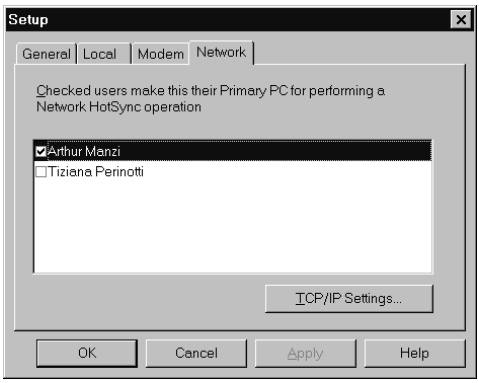
Everything you need to connect to your company's dial-in server (network modem) is included with HotSync Manager and the software on your communicator. You need to activate the feature, however, in HotSync Manager and on your communicator.

To prepare your computer for a network HotSync operation:

1. Click the HotSync Manager icon in the Windows system tray (bottom-right corner of the taskbar).
2. From the HotSync Manager menu, choose Network.

Note: To perform a Network HotSync from another computer on your network, you must select Network from the HotSync Manager menu on both your primary computer and the computer you want to use.

3. From the HotSync Manager menu, choose Setup.
4. Click the Network tab and make sure your user name has a check mark next to it. If the check mark is not there, click the check box next to your user name.




5. Click OK.

6. Connect your communicator to the cable and press the HotSync button.

   The HotSync operation records network information about your computer on your communicator. With this information, your communicator can locate your computer when you perform a HotSync operation over the network.

To prepare your communicator for a dial-in network HotSync operation:

Note: If you are performing a network HotSync operation via a LAN, you do not need to prepare your communicator and can skip to page 212.

1. Press Option and then press Menu to access the Applications Launcher.
2. Tap the HotSync icon.
3. Press Menu.
4. Under Options, select Modem Sync Prefs (/O).
5. Tap Network.
6. Hold Option and press Return to finish.

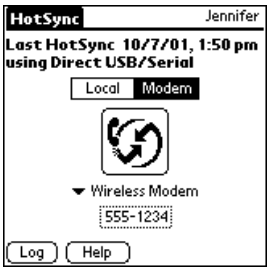
Note: See the section that begins on page 183 for information on configuring Network HotSync preferences.

## Performing a dial-in network HotSync operation

You are ready to perform a dial-in network HotSync operation after you prepare your computer and communicator, and select your Conduit Setup options.

To perform a dial-in network HotSync operation:

1. Press Option and then press Menu to access the Applications Launcher.
2. Tap the HotSync icon.
3. Tap the modem HotSync icon to begin the operation.




## Performing a network HotSync operation via a LAN

You are ready to perform a network HotSync from another computer on your network after you select Network from the HotSync Manager menu on both your primary computer and the computer you want to use for the network HotSync operation.

To perform a network HotSync operation via a LAN:

1. Connect your communicator to a HotSync cable that is connected to a computer on the LAN.
2. Press the HotSync button on the cable.

HotSync Manager finds your primary computer on the LAN and synchronizes with the data on your primary computer.

# Using File Link

The File Link feature enables you to import PhoneBook and Memo Pad information onto your communicator from a separate external file such as a company phone list. HotSync Manager stores the data in a separate category on your Palm Desktop software and your communicator. You can configure the File Link feature to check for changes to the external file when you perform a HotSync operation.

With File Link, you can import data stored in any of the following formats:

- Comma delimited (.csv)
- Tab delimited (.tsv)
- Memo Pad archive (.mpa)
- Address archive (.aba)
- Text (.txt)

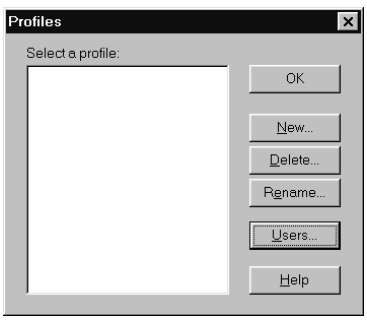
For information on how to set up a file link, see the Palm Desktop online Help.

# Creating a user profile

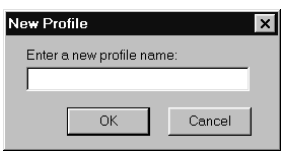
If you need to configure several Palm OS® communicators with specific information (such as a company phone list) before distributing them to their actual users, you can create a user profile to load the data into a communicator without associating that data with a user name. The User Profile feature is designed only for the first-time HotSync operation, before you assign a User ID to a particular communicator.

To create a user profile:

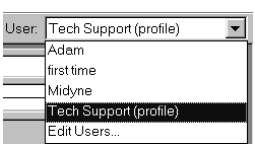
1. Open Palm Desktop software.
2. From the Tools menu, choose Users.
3. Click Profiles.
4. Click New.




5. Enter a unique name for the profile, and click OK.

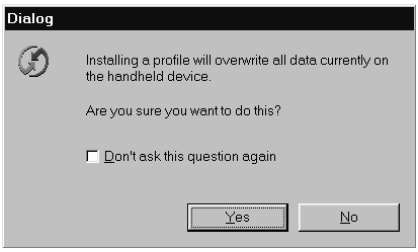



6. Repeat steps 3 and 4 for each profile that you want to create, and then click OK to return to Palm Desktop software.
7. Select the profile from the User list and create the data for the profile (e.g., company phone list, etc.).



To use a profile for the first-time HotSync operation:

1. Connect the new communicator to the HotSync cable.
2. Press the HotSync button on the cable.
3. Click Profiles.
4. Select the profile that you want to load on the communicator, and click OK.


Dialog
Installing a profile will overwrite all data currently on the handheld device.
Are you sure you want to do this?
Don't ask this question again
Yes
No

5. Click Yes to transfer all the profile data to the communicator.

The next time you perform a HotSync operation, Palm Desktop software prompts you to assign a user name to the communicator.

Appendix A

# Maintaining Your Communicator

This chapter provides information on the following:

- Proper care of your Treo™ 270 communicator
- Maximizing battery life
- Resetting your communicator

## Caring for your communicator

Your communicator is designed to be rugged and reliable and to provide years of trouble-free service. Please observe the following general tips when using your communicator:

- Take care not to scratch the screen of your communicator. Keep the screen clean. When working with your communicator, use the supplied stylus or plastic-tipped pens intended for use with a touch-sensitive screen. Never use an actual pen or pencil or other sharp object on the surface of the communicator screen.
- Your communicator is not waterproof and should not be exposed to rain or moisture. Under extreme conditions, water may enter the circuitry through the front panel buttons. In general, treat your communicator as you would a pocket calculator or other small electronic instrument.
- The touch-sensitive screen of your communicator contains a glass element. Take care not to drop your communicator or subject it to any strong impact. Do not carry your communicator in your back pocket: if you sit on it, the glass may break.
- Protect your communicator from temperature extremes. Do not leave your communicator on the dashboard of a car on a hot day, and keep it away from heaters and other heat sources.
- Do not store or use your communicator in any location that is extremely dusty, damp, or wet.
- Use a soft, damp cloth to clean your communicator. If the surface of the communicator screen becomes soiled, clean it with a soft cloth moistened with a diluted window-cleaning solution.

## Battery considerations

Please note the following considerations when using the rechargeable battery in your communicator:

- When wireless mode is on, your communicator battery should provide up to 150 hours of stand-by time, or up to 3 hours of talk time between charges. When you use your communicator in handheld mode and wireless mode is off, your communicator battery provides up to one week of use between charges.
- You can conserve battery life by minimizing use of the keyboard backlight feature and by choosing a lower Auto-off setting which automatically turns the communicator off after a period of inactivity. See page 182 and page 19 for more information.

- If the battery becomes low in the course of normal use, an alert appears on the communicator screen describing the low battery condition. If this alert appears, connect your communicator to the HotSync cable or travel charger to charge the battery.
- If the battery drains to the point where your communicator does not turn on, it stores your data safely for about three days. In this case, there is enough residual energy in the battery to store the data, but not enough to turn on your communicator. If your communicator does not turn on when you press the power button, you should charge the battery immediately.
- If you leave a drained battery in your communicator for an extended period of time, you can lose all of the stored data. If this happens, charge the battery and use the reset button to reset your communicator as described in the next section. After you reset your communicator, perform a HotSync operation to restore the data from your computer.

# Resetting your communicator

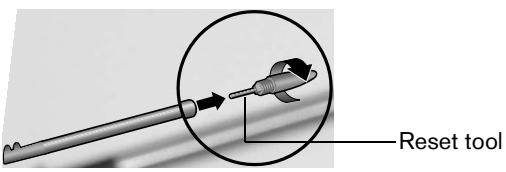
Under normal circumstances, you will not have to use the reset button. On rare occasions, however, your communicator may no longer respond to buttons or the screen. In this case, you need to perform a reset to get your communicator running again.

## Performing a soft reset

A soft reset tells your communicator to stop what it's doing and start over again. All records and entries stored in your communicator are retained with a soft reset. After a soft reset, the Welcome screen appears, followed by the General Preferences screen (to set time and date).

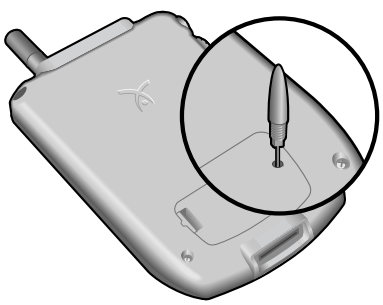
To perform a soft reset:

1. Unscrew the tip of the stylus to access the reset tool.




2. Use the reset tool to gently press the reset button inside the hole on the back panel of your communicator.

   Tip: You can also use the tip of an unfolded paper clip (or similar object without a sharp tip).



## Performing a warm (or safe) reset

A warm (or safe) reset bypasses system extensions on your communicator, such as HackMaster hacks or system patches. Performing a warm reset enables you to uninstall a third-party application that may be causing a problem.

To perform a warm (or safe) reset:

1. Press and hold the top scroll button on the front panel of your communicator.
2. While holding down the top scroll button, use the reset tool (or similar object without a sharp tip) to gently press the reset button.
3. When the system screen appears, release the top scroll button.

## Performing a hard reset

With a hard reset, all records and entries stored in your communicator are erased. Never perform a hard reset unless a soft or warm reset does not solve your problem.

Note: You can restore any data previously synchronized with your computer during the next HotSync operation.

To perform a hard reset:

1. Press and hold the power button on the top of the communicator.
2. While holding down the power button, use the reset tool (or similar object without a sharp tip) to gently press and release the reset button.
3. When the system screen appears, release the power button.
4. When a message appears on the communicator screen warning that you are about to erase all the data stored on your communicator, do one of the following:

   - Press the top scroll button on the front panel of your communicator to complete the hard reset and display the Digitizer screen.
   - Press any other button to perform a soft reset.

   Note: With a hard reset, the current date and time are retained. Formats Preferences and other settings are restored to their factory default settings.

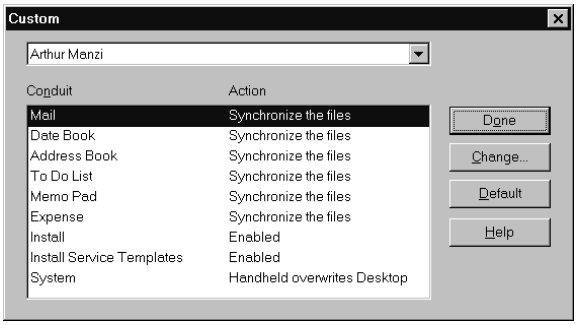
5. If the language selection screen appears, select the same language you selected for your desktop software. Choosing a different language may result in loss of data.

To restore your data after a hard reset:

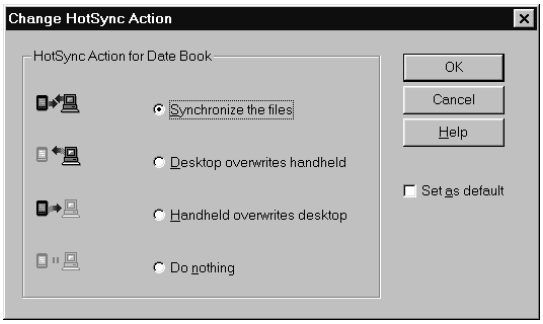
1. Click the HotSync Manager icon ™ in the Windows system tray (bottom-right corner of the taskbar).

   Tip: You can also click the HotSync command on the Palm Desktop software menu bar.

2. From the HotSync Manager menu, choose Custom.




3. Select the appropriate user name from the list.
4. Select an application in the Conduit list.
5. Click Change.




6. Select Desktop overwrites handheld.

   Note: Changing the HotSync setting from the default affects only the next HotSync operation. Thereafter, the HotSync Actions revert to their default settings.

7. Click OK.
8. Repeat steps 4 through 7 to change conduit settings for other applications.
9. Click Done to activate your settings.
10. Perform a HotSync operation.

Appendix B

# Troubleshooting Tips

If you encounter a problem with your Treo™ 270 communicator:

- Review this section to see if your problem is listed
- Check our web site at www.handspring.com for the latest technical support information

Note: Thousands of third-party add-on applications have been written for Palm OS® devices. Unfortunately, we are not able to support such a large number of third-party applications. If you are having a problem with a third-party application, please contact the developer or publisher of that software.

## Software installation problems

| Problem | Solution |
|---|---|
| Palm™ Desktop software will not install successfully. | Disable any anti-virus software, close any open applications or utilities, and then perform the installation again.<br><br>If you are installing on a computer at your workplace, make sure your System Administrator grants you the rights to install software.<br><br>If you are still having problems installing the Handspring software, try these steps:<br><br>1. Download the latest version of the software from the Customer Support or Product Support section of www.handspring.com.<br><br>2. Restart your computer in "safe mode." In most versions of Windows you can do this by pressing F8 on the keyboard as the computer boots.<br><br>3. Install the file you downloaded in step 1. If the installation finishes, restart your computer in the normal operating mode and start using Palm Desktop software. |

# Operating problems

| Problem | Solution |
|---|---|
| My communicator won't turn on. | Try each of these in turn:<br>■ Adjust the display settings.<br>■ Make sure the battery is fully charged.<br>■ Perform a soft reset. See page 216 for details.<br>■ If your communicator still does not operate, try a hard reset. See page 217 for details. |
| My communicator keeps turning itself off. | Your communicator is designed to turn itself off after a period of inactivity. This period can be set at 30 seconds, one, two, or three minutes. Check the Auto-off setting. See page 182 for details. |
| My communicator is not making any sounds. | ■ Check the ringer switch setting on top of your communicator. The setting turns off all sounds on your communicator.<br>■ Check the System Sound setting. See page 182 for details. |
| My communicator has frozen. | This is most commonly attributed to conflicts with third-party software. Try each of these in turn:<br>■ Perform a soft reset. See page 216 for details.<br>■ Delete any application you recently installed. See page 44 for details.<br>■ Perform a warm reset. See page 217 for details.<br>■ Perform a hard reset. See page 217 for details. |
| I don't see anything on my communicator's screen. | ■ Adjust the display settings.<br>■ Charge the battery.<br>■ Perform a soft reset. |

# Tapping and keyboard problems

| Problem | Solution |
|---|---|
| When I tap the buttons or screen icons, it activates the wrong feature. | Calibrate the screen. See page 180 for details. |
| When I press Menu , nothing happens. | Not all applications or screens have menus. Try changing to a different application. |

# Wireless communication problems

| Problem | Solution |
|---|---|
| I can't use the wireless features | ■ Make sure your Treo battery is charged.<br>■ Make sure wireless mode is on. To turn on wireless mode, press and hold the power button for at least two seconds, until you hear a confirmation tone. An ascending tone means wireless mode is now on, a descending tone means wireless mode is now off. |
| I get a message that my SIM card is missing when I turn on my Treo | ■ Make sure your SIM card is properly inserted. The metal contacts must face up on the inside of the SIM door, and the side with the corner cut must slide into the SIM slot first. For details, see the instructions in the Quick Reference guide.<br>■ Your SIM card may be damaged. Contact your wireless service provider for a new card. |
| My Treo requires an unlocking code (PIN), but I didn't set one | ■ Your wireless service provider may have set the locking code before you received your Treo**.** Enter the default unlocking code (PIN) and then tap OK. In North America, the default unlocking code is usually 1234 or 1111. If this doesn't work, contact your wireless service provider.<br>Note: It is actually your SIM card that is locked, not your Treo.<br>■ If you see the Unblock Phone screen instead of the Unlock Phone screen, you entered the unlock code (PIN) incorrectly three times, and your Treo is now blocked. Contact your wireless service provider to obtain the unblock code. If you enter the unblock code (PUK) incorrectly ten times, your SIM is permanently disabled. |

| | |
|---|---|
| I called my wireless service provider to activate my service, but wireless mode still doesn't work | Some wireless service providers require 24 hours or more to activate your wireless service. If it has been longer than your wireless service provider's activation period, report the problem to your wireless service provider. |
| My phone number isn't on the Phone Info screen | Your wireless service provider may need to install your phone number onto your SIM card. Contact your wireless service provider to see if they can send a message to your Treo that writes your phone number onto your SIM card. |
| My Treo won't register to the network | ■ You are probably outside a network coverage area. Try using another GSM phone to verify whether coverage is available in your current location.<br>■ If coverage is available in your location, try your SIM card in another GSM phone. If it still doesn't work, your SIM card may be malfunctioning. Contact your wireless service provider for another SIM card.<br>■ Turn off the wireless mode on your communicator, and then turn it on again. If a dialog appears asking if you want to search for a network, tap Yes. |
| I tried dialing a phone number, but my Treo just beeps at me | ■ Make sure you dialed the correct number.<br>■ Wait a few minutes and try again. If the network is very busy, calls cannot connect.<br>■ Verify that you are in a network coverage area and then move a few yards away and try the call again. If you are in a weak coverage area (1 bar of signal strength or less), you may not be able to complete calls even though you are registered to the network. |
| I can't dial international numbers | For security purposes, some wireless service providers require you to enable international calling on your account. Call your wireless service provider for details. |
| Call waiting doesn't work | Enable call waiting in the Call Preferences dialog. See the section that begins on page 101 for details. If the problem persists, contact your wireless service provider to confirm that this feature is available in your area. |
| Call forwarding doesn't work | For security purposes, most wireless service providers require you to enable this feature on your account even though there is usually no extra charge. Call your wireless service provider to enable call forwarding. |
| Caller ID blocking for my outgoing calls doesn't work | Some wireless service providers require you to enable this feature on your account. Call your wireless service provider to enable blocking your Caller ID. |

Some incoming caller's names don't appear in Call History

- Find out if a caller has blocked their Caller ID.
- Call History does not show names for records you marked hidden in your Contacts list.

The Blazer® application won't connect to the Internet

- Your Treo supports General Packet Radio Service (GPRS) which provides a persistent Internet connection. To connect to the Internet you must subscribe to and activate GPRS services with your wireless service provider. Confirm that your wireless service plan includes GPRS data services and that these services have been activated.
- Confirm that your Network Preferences settings are properly configured to communicate with your wireless service provider's GPRS network or your ISP.

  1. Press Option and then press Menu to access the Applications Launcher.
  2. Tap the Preferences icon.
  3. Select Network from the pick list in the upper-right corner.
  4. Tap the Service pick list and select the name of your wireless service provider.

     Note: If your wireless service provider or ISP is not on the list, your communicator is not configured for wireless data services. Contact your wireless service provider or ISP to obtain the correct settings and then follow the instructions on page 184 to add a service template.

  5. Tap Modify.
  6. Check your Username, Password, and APN settings.
  7. Tap OK.
  8. Tap Connect. If the Connect button changes to a Disconnect button after the connection dialogs finish, your Network Preferences settings are working. If the Connect button does not change, tap Details and enter DNS and IP address information for your Internet Service Provider.

Important: AOL users must download AOL for Palm from www.aol.com/anywhere/pda/palm/palmaol to retrieve e-mail. AOL does not support web browsing with Blazer.

| | |
|---|---|
| Some phone numbers don't appear in the SMS Lookup | Make sure the number you want is identified as a mobile number in your Contacts list. Only mobile phone numbers and e-mail addresses appear when you use the SMS Message Manager Address by Last Name Lookup feature. |
| I can't send SMS messages | ■ Make sure SMS services are enabled on your account by checking the SMS Preferences dialog to see if the SMS Message Center number is on this screen. If the number is missing, contact your wireless service provider for the SMS Message Center number and enter it in the SMS Preferences dialog.<br><br>Note: Receiving SMS messages does not indicate that you have a subscription to your wireless service provider's SMS service. You must subscribe to this service to send or reply to messages.<br><br>■ Verify that you are in a GSM network coverage area.<br><br>■ Make sure the destination number is correct. Some wireless service providers require 11-digit phone numbers for SMS messages. |
| I get an error message when I send an SMS message to an email address | Make sure you have subscribed to and enabled the SMS Email feature. You need to get the SMS Email Center number from your wireless service provider and enter it in the SMS Preferences dialog. This number is different from the SMS Message Center number you use to send messages to other mobile phone numbers. See page 133 for details. |
| I get an error when sending a long message to myself | Some wireless service providers have difficulty sending long SMS messages to your own phone number. Try sending long messages as a series of smaller messages instead. |
| I get an error when making data calls | ■ Check with your wireless service provider to make sure that GPRS data services are enabled on your account.<br><br>■ Verify that you are in a coverage area. |
| The SIM Book application won't open | Make sure your SIM card is inserted in your Treo and that wireless mode has been on for at least 30 seconds. |
| My SIM Book doesn't display the full name and number | When a name or number is longer than will fit in the SIM Book display, three dots appear to indicate that the entry contains additional information. SIM Book does not truncate the actual entry, it just does not appear on the screen. |

# Application problems

| Problem | Solution |
|---|---|
| I tapped the Today button, but it does not show the correct date. | Your communicator is not set to the current date. Make sure the Set Date box in the General Preferences screen displays the current date. See page 23 and page 182 for details. |
| I know I entered some records, but they do not appear in the application. | ■ Check the Categories pick list (upper-right corner of the screen). Choose All to display all of the records for the application.<br>■ Check Security and make sure that the Private Records setting is set to Show private records.<br>■ In To Do List, tap Show and check whether Show Only Due Items is selected. |
| I am having problems listing memos the way I want to see them. | ■ If you cannot manually arrange the order of the memos in the list screen, check the Memo Preferences setting. Make sure that Sort by is set to Manual.<br>■ If you choose to view your memos alphabetically on Palm Desktop software and then perform a HotSync® operation, the memos on your communicator still appear in the order defined in the Memo Preferences setting. In other words, the sort settings that you use with Palm Desktop software are not transferred to your communicator. |
| I created an event in Date Book Plus, but it doesn't appear in the Week View. | In the Week View, you cannot select overlapping events that have the same start time. If you have two or more events with the same start time, choose the Day View for the particular day to see the overlapping events. |

# HotSync problems

| Problem | Solution |
|---|---|
| Why can't I synchronize my communicator with my computer? | Try each of these in turn. After each step, try to synchronize to see if the problem persists:<br>■ Make sure you installed the software that came with your communicator. You must install this software even if you upgraded from another Palm OS handheld.<br>■ Make sure there are no active calls on your Treo before you begin a HotSync operation. You cannot synchronize while you have an active call, and you cannot make or receive calls during a HotSync operation.<br>■ Make sure you selected your user name in Palm Desktop software before beginning the HotSync operation.<br>■ Perform a soft reset. See page 216 for details.<br>■ Make sure the HotSync Manager icon ™ appears in the Windows system tray in the lower-right corner of the screen. If it does not appear, open the Start menu, select Programs, Handspring, and then HotSync Manager.<br>■ Click the HotSync Manager icon and make sure that the Local USB option has a check next to it. If you are using an optional serial cable, make sure that the Local Serial has a check next to it, then select Setup and confirm that the COM port setting matches the port where you attached the serial cable.<br>■ Make sure the cable is connected securely to your computer and your communicator.<br>■ Make sure you are using the correct type of cable. If your computer does not have a USB port, or is running Windows 95 or Windows NT 4.0, you must use a serial cable.<br>■ If you're using a USB cable, insert the Handspring CD into your computer, use Windows Explorer or My Computer to navigate to the Utilities folder, and then run the Visor USB registry utility.<br>■ If you are using a USB cable, disconnect any other USB devices you are using. If you're connecting your cable to a USB hub, disconnect it and connect your cable directly to your computer.<br>■ If you are using a serial cable, try a lower baud rate setting on the Local tab in the Setup dialog box.<br>■ Restart your computer.<br>■ If you installed a conduit from a third-party software developer, contact the developer for support. |

| | |
|---|---|
| I did a HotSync operation, but one of my applications did not synchronize. | Click the HotSync Manager and choose Custom. Make sure that the conduit appears on the list and that it is set to Synchronize the files. See page 201 for details. |
| I cannot launch the HotSync Manager. | ■ Make sure you are not running another program, such as America Online, CompuServe, or WinFax, that uses the port you selected in the Setup dialog box.<br>■ Reinstall the Palm Desktop software. |
| I am using Outlook as my PIM, but I cannot do a HotSync operation. | ■ Click the HotSync Manager and choose Custom. Make sure that the following Outlook conduits are installed and that the Action is set to "Synchronize the files" for each conduit: Outlook Contacts, Outlook Calendar, Outlook Tasks, and Outlook Notes.<br>■ Reinstall the Palm Desktop software and make sure you select the option to synchronize with MS Outlook. |
| I tried to do a wireless HotSync operation, but it did not complete successfully. | Check the following on your computer:<br>■ Make sure your computer is turned on and that it does not shut down automatically as part of an energy-saving feature.<br>■ Make sure the modem connected to your computer is turned on and is connected to the outgoing phone line.<br>■ Make sure Modem is checked in the HotSync Manager menu.<br>■ Make sure the modem you are using with your communicator has an on-off switch. Your communicator cannot "wake up" a modem that has an auto-off feature.<br>■ Make sure the modem is connected properly to a serial port on your computer and is connected to the incoming phone line.<br>■ Confirm that the Setup String in the Setup dialog box configures your modem correctly. You may need to select a different Modem Type or enter a custom Setup String. Most modems have a Setup String that causes them to send initial connection sounds to a speaker. You can use these sounds to check the modem connection.<br>■ Confirm that the Speed setting in the Setup dialog box works for your modem.<br>■ If you have problems using the As Fast As Possible option or a specific speed, try using a slower speed.<br>■ Make sure you are not running another program, such as WinFax, CompuServe, or America Online, that uses the serial port you selected in the Setup dialog box.<br>■ Make sure your modem resets before you try again. (Turn off your modem, wait a minute, then turn it back on.) |

| | |
|---|---|
| I tried to do a wireless HotSync operation, but it did not complete successfully. (continued) | Check the following on your communicator:<br>■ Confirm that you are inside a coverage area, and that the signal is strong.<br>■ Make sure the dialing instruction dials the correct phone number.<br>■ If you need to dial an outside line prefix, make sure you selected the Dial Prefix option on your communicator and entered the correct code.<br>■ If the you have call waiting, make sure you selected the Disable call waiting check box and entered the correct code in the Phone Setup dialog box. See page 208 for details.<br>■ Make sure the connection is clear. Using a noisy connection can interrupt communications. |

# Beaming problems

| Problem | Solution |
|---|---|
| I cannot beam data to another IR-equipped Palm OS device. | ■ Confirm that your communicator and the other device are between ten centimeters (approximately 4") and one meter (approximately 39") apart, and that the path between the two devices is clear of obstacles. Beaming distance to other Palm OS devices may be different.<br>■ Check the General Preferences screen and make sure the Beam Receive setting is on.<br>■ Move your communicator closer to the receiving device.<br>■ Move your communicator farther away from the receiving device.<br>■ Angle the sides of the two devices towards each other.<br>■ Perform a soft reset. See page 216 for details. |
| When someone beams data to my communicator, I get a message telling me it is out of memory. | ■ Your communicator requires at least twice the amount of memory available as the data you are receiving. For example, if you are receiving a 30K application, you must have at least 60K free.<br>■ Perform a soft reset. See page 216 for details. |

# Password problems

| Problem | Solution |
| --- | --- |
| I forgot the password, and my communicator is not locked. | You can use Security to delete the password. If you do this, your communicator deletes all entries marked as private. You can, however, perform a HotSync operation before you delete the password: the HotSync process backs up all entries, whether or not they are marked private. In this case, the following procedure restores your private entries and lets you access them:<br>1. Use the Palm Desktop software and the cable to synchronize your data.<br>2. Tap Forgotten Password in Security to remove the password and delete all private records.<br>3. Perform a HotSync operation to synchronize your data and restore the private records by transferring them from your computer to your communicator. |
| I forgot the password and my communicator is locked. | If you assign a password and lock your communicator, you must perform a hard reset to continue using your communicator. See page 217 for details. |

# Technical support

If you cannot solve your problem after reviewing the sources listed at the beginning of this appendix, check our web site www.handspring.com for the latest technical support information.

Before requesting support, please experiment a bit to reproduce and isolate the problem. When you do contact support, please be ready to provide the following information:

- The name and version of the operating system you are using
- The actual error message or state you are experiencing
- The steps you take to reproduce the problem

Appendix C

# Creating a Custom Expense Report

This section explains how to modify existing Expense application templates and how to create your own custom expense report templates for use with the Expense application.

Note: This section assumes that you are familiar with Microsoft Excel or a similar spreadsheet application. If you are not familiar with Microsoft Excel, consult your company's Information Services department or another experienced user.

## About mapping tables

Before creating or modifying an Expense template, it's important to understand the function of the Palm™ Desktop software Expense application. In simple terms, the Expense application moves Expense data from your communicator into a Microsoft Excel spreadsheet.

Each Expense item stored in your communicator represents a group of related data. You can link the following data to an expense item:

- Category
- Date
- Expense Type
- Amount
- Payment Method
- Payment Currency
- Vendor
- City
- Attendees
- Note

When you perform a HotSync® operation between your communicator and Palm Desktop software on your computer, the Expense data is stored on your computer (in a file named Expense.txt). When you open the Expense application in Palm Desktop software, an Excel macro starts, and populates an expense template with your data based on the rules specified in a spreadsheet file named Maptable.xls.

The Maptable.xls file is an editable spreadsheet that functions as a "mapping table." The function of the mapping table is to guide the Excel macro in extracting the Expense data. The mapping table tells the Excel macro how large the spreadsheet is and provides the data-cell layout of the Excel template used for the Expense Report.

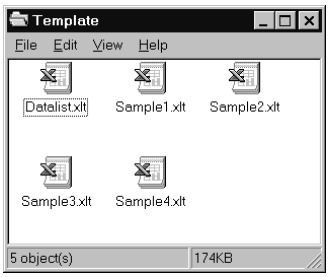
## Customizing existing sample templates

Four sample Expense Report templates come with Palm Desktop software. These templates are stored in the Template folder (which is in the same folder as the Palm Desktop software application).

If the layout of one (or more) of these templates is appropriate for your reporting needs, you can easily customize the templates with your company name and other information.

To customize a sample Expense Report template:

1. Make a backup copy of the contents of the Template folder.




2. Double-click the name of the sample template you want to modify to open it in Microsoft Excel.

3. Make any changes that you want to the names (or other information) in the sample template.

Important: Do not insert rows or columns in the sample template. Doing so changes the way your Expense data maps to the template and causes errors. If you want to move the cells to a different location or add or delete rows or columns, you have to make changes to the Maptable.xls file.

Note: You can insert your own company logo without changing the Maptable.xls file. If you change the file name, however, you need to make a corresponding change in the Maptable.xls file.

You can also rename cells without changing the Maptable.xls file, provided that the expense type corresponds to your communicator data. For example, you can change "Snack" to "Munchies," and then all items entered on your communicator as "Snack" map to the cell(s) labeled "Munchies."

4. From the File menu, choose Save As.

5. Click the Save as type drop-down list and choose Template (*.xlt).

6. Navigate to the Template folder (in the Palm Desktop software directory).

Note: If you do not need to change the Maptable.xls file, save the template file with its original file name (e.g., Sample2.xlt).

If you do need to change the Maptable.xls file, give your modified template a unique name. Be sure to use the .xlt file suffix, which defines the file as a Microsoft Excel template.

7. Click Save to save your modified template and make it available for future use.

Note: If you need to modify the Maptable.xls file, you must do this before you can use the modified template with your Expense data. To modify the Maptable.xls file for your new template, see page 234 for details. Read all of the sections of this appendix before making changes to the Maptable.xls file.

# Determining the layout of the Expense Report

This section describes the layout considerations for the Expense Report and explains the terms used for creating the report.

## Labels

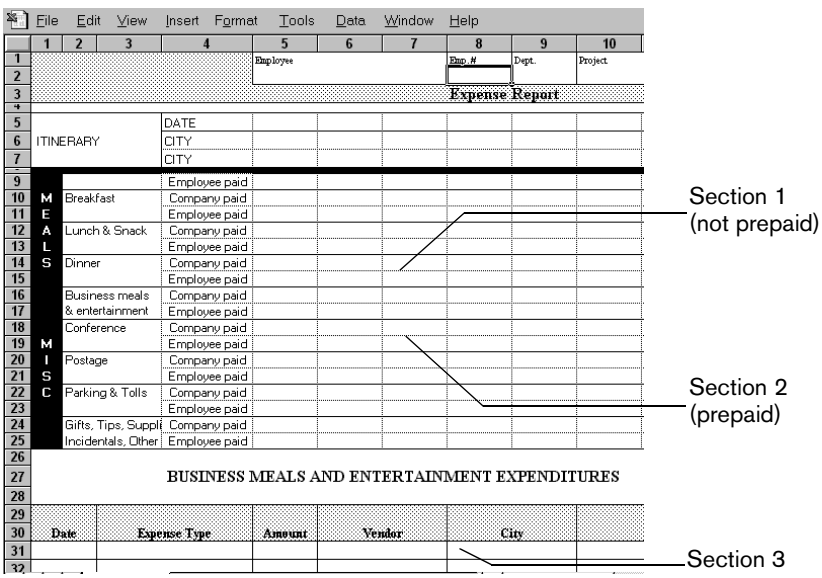
There are two kinds of labels that you need to define for your report: day/date and expense type. Each kind of label can be either Fixed or Variable. A Fixed label means that the label always appears as a header at the beginning of a row or column. If a label is not Fixed, it is variable.

For example, a list table of expenses could have variable labels in the rows for day/date, and variable labels in the columns for expense type. In this case, neither day/date or expense type information would be "fixed" (as a header). Instead, the date and expense type information would be filled into the cells of the spreadsheet as appropriate.

Examples of both Fixed and Variable labels appear in the sample expense templates.

## Sections

A Section is an area of the report that has common formatting. It is common for an Expense report to have more than one Section. For example, the following sample Expense Report named Sample3.xlt contains several Sections.




Because your Expense data maps to row and column areas of your final report, different Sections require different definitions for the data mapping. To create additional Sections with different mapping, you create corresponding additional lines to the mapping table file named Maptable.xls. This procedure is explained later in this appendix.

If a section contains cells for prepaid (company paid) expenses, you need to create an additional line in the mapping table for "prepaid." This will count as an additional section in the mapping table. The only data that differs in the prepaid section (from the non-prepaid section) is the row/column numbers for the expense type.

# Analyzing your custom Expense Report

If you already have a custom Excel expense report, you can use it with a modified mapping table. However, before you can create a Maptable.xls file that corresponds to your custom Expense Report, you must first analyze the characteristics of your report.

Perform the following before you begin a custom mapping table:

- Print a copy of your custom expense report. Activate the Row and Column Headings option in the Sheet settings of the Page Setup command. This enables you to quickly determine the size of the Section(s), as well as the numbers for the start rows and columns.
- On the printed copy, identify the data Sections. A Section is an area of data with common row and column formatting. A yellow highlighter marking pen can make it easy to see the Sections as you work with programming the mapping table. Your custom Expense Report can contain any number of Sections, and the same data can be repeated in any Section.
- On the printed copy, identify the type of Labels that apply to each Section. Each Section can have only one kind of Fixed or Variable Label for rows. Likewise, each Section can have only one kind of Fixed or Variable Label for columns.
- Place a copy of your custom Expense Report in the Template folder (in the Palm Desktop software directory). Change the file name so it has the file extension .xlt (which defines it as a Microsoft Excel template). Make a note of the exact file name so it can be defined in the mapping table file.

# Programming the mapping table

Once you have analyzed the components of your custom Expense Report, you can program the mapping table to fill the report with data from the communicator.

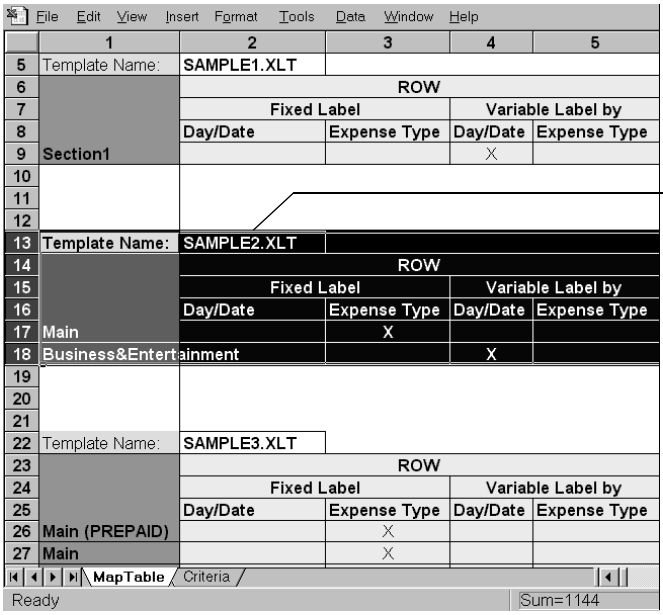
To program a new custom mapping table:

1. Open a copy of the Maptable.xls file in Microsoft Excel.

   Note: This file is located in the same folder as the Palm Desktop software application. Make a backup copy of this file before you make your modifications.

2. Mapping a new template. Scroll to where you find the name of the original template that you chose for your modifications. The name of the template will appear in column B of the Maptable.xls file, next to the cell highlighted in green that reads “Template Name:”. If you did not modify an existing template, move to any table in the Maptable.xls file.

3. Select all the rows associated with the template name. To select the rows, click and drag on the row numbers (left side), so they appear highlighted.



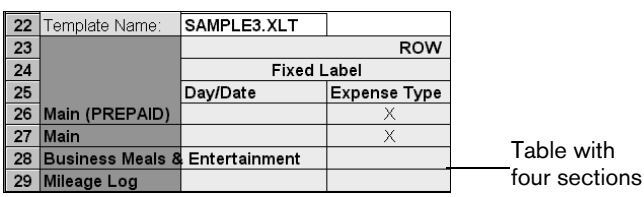

4. From the Edit menu, choose Copy.

5. Scroll down to a blank area of the Maptable.xls file (below the rows used for Sample4.xlt), and click on a row number to select a blank row.

6. From the Edit menu, choose Paste. A copy of the rows you selected in step 3 is pasted into the Maptable.xls file.

7. Name the table. In the cell immediately to the right of the cell entitled Template Name, enter the exact file name of your custom Expense Report template.

8. Define the number of Sections. Each row in a table defines how your communicator data will be placed in a Section of your custom Expense Report. Note that the prepaid portion of a section has its own row and counts as a separate section for map table purposes, even though it is not a separate section in your template.




You may add or delete rows as necessary so that the total number of rows corresponds to the number of Sections in your custom Expense Report. To clear all of the existing settings in a row, click to select the row and press Ctrl+Delete. Name each row to correspond to a Section of your custom Expense Report.

9. Determine the Label settings. The orientation of the data fields (Row, Column) appears in the yellow section of the table.

| SAMPLE1.XLT | | | | | | | |
|---|---|---|---|---|---|---|---|
| ROW | | | | COLUMN | | | |
| Fixed Label | | Variable Label by | | Fixed Label | | Variable Label by | |
| Day/Date | Expense Type | Day/Date | Expense Type | Day/Date | Expense Type | Day/Date | Expense Type |
| | | X | | | | | X |

Determine whether the Rows will contain expense or date information, and place an "x" in the appropriate cell. When you do this, you also define whether the label is Fixed or Variable. You can place only one "x" in the Row section (columns 2–5).

Determine whether the Columns will contain expense or date information, and place an "x" in the appropriate cell. When you do this, you also define whether the label is Fixed or Variable. You can place only one "x" in the Column section (columns 6–9).

10. Define the dimensions of the Section. The dimensions of the Section appear in the green columns (10–13).

| | | | |
|---|---|---|---|
| # of Rows | # of Columns | Start Row | Start Column |
| 36 | | 12 | 1 |

**# of Rows** Represents the total number of rows in the Section, excluding any header or total rows. In other words, this includes only the number of rows in the Section where your communicator data will be placed.

**# of Columns** Represents the total number of columns in the Section, excluding any header or total columns. In other words, this includes only the number of columns in the Section where your communicator data will be placed.

**Start Row** Is the number of the first row of the Section that will be filled with your communicator data.

**Start Column** Is the number of the first column of the Section that will be filled with your communicator data.

11. Define the Dates and Intervals. The dates and intervals between dates appears in the light blue columns (14–17).

| Date | Intervals Between | | |
|---|---|---|---|
| Date | Dates | Start day | Day |
| 1 | 0 | | |

In the Date cell, enter the row or column number where all the date information will be placed.

In the Dates cell, enter the number of blank columns (or rows) separating the date fields. If there are no blank columns (or rows) between date entries, leave this number set to zero.

In the Start Day cell, enter the day of the week that starts the expense reporting period. Enter a three-character abbreviation for the day (e.g., Sun, Mon, Tue).

In the Day cell, enter the row or column number where all the day information will be placed. If the dates are in a row or in a column, enter the row or column number.

12. Define whether the Section is in list format. This setting appears in the light purple columns (18–19).

| | |
|---|---|
| Listing Format | Expense Type |
| YES | 8 |

If the Section will present the data in a list format, enter the word "yes". Otherwise, enter the word "no". The following diagram shows data presented in a list format:

| 6 | Date | Category | Type | Amount | Country | Payment Type |
|---|---|---|---|---|---|---|
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |

Only if your section is in list format: In the Expense Type cell, enter the number of the row or column where the expense description will be placed. Expense amounts can be entered in several different columns or rows if required by your template. Expense type labels must all appear in the same column.

13. Enter the row or column numbers for the expense types that appear in the Section. These settings appear in the aqua columns (20–48).

| Expense Types | | | | | |
|---|---|---|---|---|---|
| Airfare | Breakfast | Bus | Business Meals | Car Rental | Dinner |
| 4 | 4 | 4 | 4 | 4 | 4 |

For these settings, simply enter the row or column number for the expense types that you want to appear in the Section. Note that the same row or column number can be used more than once. An example of this would be meals that encompass breakfast, lunch, dinner, and snacks. In the previous example, all expense items would be populated into row/column 4 of the custom Expense Report.

14. Complete the table. All of the remaining columns (49–57) in the table are used to define the column or row number that corresponds to the description.

15. Mark a Section for prepaid expenses (yellow column). If a row in the map table is for prepaid (company paid) expenses, type a "yes" in the cell on that Section's row. Type "no" in all the cells of this column that do not pertain to prepaid expenses.

| 57 |
|---|
| |
| PrePaid |
| NO |
| YES |
| NO |

16. Repeat steps 9 through 15 for each Section you defined for your custom Expense Report.

17. Map Expense Report Options dialog (magenta section). The Expense Report Options dialog has five fields where you can fill in data for the header on your expense report. Use this section to specify the row and column on your template where this information is mapped.

| Employee Name | | Department | |
|---|---|---|---|
| Header1Row | Header1Col | Header2Row | Header2Col |
| 2 | 5 | 2 | 9 |

Because header data is not related to any particular Section, you have to fill in only one row. If the item does not appear on your template, leave these cells blank.

# Using applications other than Microsoft Excel

You can use applications other than Microsoft Excel (such as Lotus 1-2-3 or Quattro Pro) to open and manipulate the Expense data on your computer. The data file is named “Expense.txt,” and is stored in the Expense folder, within the folder containing the communicator user data.

Expense data in the Expense.txt file is in tab-delimited format.

# Expense file details

The Expense.txt file contains four groups of data. It will be easier to see these four distinct groups of data if you open the file with a spreadsheet application.

| | |
|---|---|
| **Trips** | Shows the number of Expense application categories, and lists each one followed by an “end” statement. |
| **Currency** | Shows how many currencies were used for the Expense data, and lists the countries that correspond to that currency. |
| **Trip** | Shows the number of expenses by category, and lists the expenses for each category. |
| **Expenses** | Shows the total number of expenses, and lists them chronologically. |

Appendix D

# Non-ASCII Characters for Login Scripts

The following information enables you to create custom login scripts that require non-ASCII characters. It is provided for advanced users who understand the use and requirements of such characters in a custom login script.

## Use of ^char

You may use the caret ( ^ ) to transmit ASCII command characters. If you send ^char, and the ASCII value of char is between @ and _, then the character is automatically translated to a single-byte value between 0 and 31.

For example, ^M is converted to a carriage return. If char is a value between a and z, then the character sequence is translated to a single-byte value between 1 and 26. If char is any other value, then the character sequence is not subject to any special processing.

For example, the string “Joe^M” transmits Joe, followed by a carriage return.

## Carriage return and line feed

You may include carriage return and line feed commands as part of the login script, when entered in the following format:

<cr> Sends or receives a carriage return

<lf> Sends or receives a line feed

For example, the string “waitfor Joe<cr><lf>” waits to receive Joe followed by a carriage return and line feed from the remote computer before executing the next command in the script.

## Literal characters

The backslash ( \ ) character defines that the next character is transmitted as a literal character, and is not subject to any special processing ordinarily associated with that character.

Examples:

\^ Includes a caret as part of the string

\< Includes a < as part of the string

\\ Includes a backslash as part of the string

Appendix E

# Advanced Call Forwarding Options

Some wireless service providers support advanced call forwarding options through the use of GSM feature codes. These advanced call forwarding options are turned on and off and configured by dialing specific code numbers with your communicator.

Note: Not all wireless service providers support all of these codes. Contact your wireless service provider for more information about which services are available to you.

To use the advanced call forwarding options:

1. Press PhoneBook to access the Dial Pad view .
2. Enter one of the codes from the charts that follow.

   Note: Where the charts indicates to enter a number_to_forward_to, enter a full phone number with a "1" and an area code if necessary. For example, you would use *67*16505551234# for the first code in the first chart.

3. Press Return to send the command.

## Forwarding calls when your communicator is busy

| Code | What it does |
|---|---|
| ***67*number_to_forward_to#** | Forwards all calls you receive while you are busy on another call to the number you entered. This option typically forwards calls when you ignore a call, when you are on a wireless data call, or when you already have two active calls. You can still answer call waiting calls. |
| ***#67#** | Reports whether you activated the call forwarding when busy option. |
| **#67#** | Deactivates call forwarding when busy, and the network stores the number to which you were forwarding calls. |
| ***67#** | Reactivates the call forwarding when busy option, and uses the number stored on the network when you deactivated this option with the **#67#** code. |
| **##67#** | Deactivates call forwarding when busy, and the network erases the number to which you were forwarding calls. |

## Forwarding calls that you do not answer

| Code | What it does |
|---|---|
| ***61*number_to_forward_to#** | Forwards all calls you receive and do not answer. This option is similar to the way that voicemail typically works. |
| ***#61#** | Reports whether or not you activated the call forwarding for calls you do not answer option. |
| **#61#** | Deactivates the call forwarding for calls you do not answer option, and the network stores the number to which you were forwarding calls. |
| ***61#** | Reactivates the call forwarding for calls you do not answer option, and uses the number stored on the network when you deactivated this option with the **#61#** code. |
| **##61#** | Deactivates the call forwarding for calls you do not answer option, and the network erases the number to which you were forwarding calls. |

## Forwarding calls when your communicator is unreachable

| Code | What it does |
|---|---|
| ***62*number_to_forward_to#** | Forwards all calls you receive when your communicator is unreachable. This option typically forwards calls when wireless mode is off or your communicator is outside a coverage area. |
| ***#62#** | Reports whether you activated the call forwarding for calls when your communicator is unreachable option. |
| **#62#** | Deactivates the call forwarding for calls when your communicator is unreachable option, and the network stores the number to which you were forwarding calls. |
| ***62#** | Reactivates the call forwarding for calls when your communicator is unreachable option, and uses the number stored on the network when you deactivated this option with the **#62#** code. |
| **##62#** | Deactivates the call forwarding for calls when your communicator is unreachable option, and the network erases the number to which you were forwarding calls. |

## General Commands

| Code | What it does |
|---|---|
| **#002#** | Deactivates all advanced call forwarding options, and the network stores the numbers to which you were forwarding calls. |
| **##002#** | Deactivates all advanced call forwarding options, and the network erases the numbers to which you were forwarding calls. |

# Other Product Information

## FCC Statement

This device may cause TV or radio interference if used in close proximity to receiving equipment. The FCC can require you to stop using the device if such interference cannot be eliminated. If you need assistance, contact Handspring Customer Care.

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This device has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna
- Increase the separation between the equipment and receiver
- Connect the equipment into an outlet or circuit different from that to which the receiver is connected

Consult the dealer or an experienced radio/TV technician for help and for additional suggestions.

## Exposure To Radio Frequency Energy (SAR)

In order to comply with FCC RF exposure safety guidelines, users MUST use a Handspring brand body-worn accessory during body-worn operation. Use of accessories not provided by Handspring or that have not been tested for RF exposure compliance with this product may not comply with the FCC RF exposure safety guidelines and should not be used.

See www.fcc.gov/oet/rfsafety/ for more information on RF exposure safety.

Responsible Party:
Handspring, Inc.
189 Bernardo Avenue
Mountain View, California 94043-5203
United States of America
(650) 230-5000

CE

## Canadian RFI Statement

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Réglement sur le matériel brouilleur du Canada.

# Safety and General Information

IMPORTANT INFORMATION ON SAFE AND EFFICIENT OPERATION. Read this information before using your integrated multi-service portable radio.

## For the Safe and Efficient Operation of Your Radio, Observe These Guidelines

Your radio product contains a transmitter and a receiver. When it is ON, it receives and transmits radio frequency (RF) energy. The radio operates in the frequency range of 800 MHz to 1990 MHz and employs digital modulation techniques. When you use your radio, the system handling your call controls the power level at which your radio transmits. The output power level typically may vary over a range from .001 Watts to 2 Watts.

## Exposure to Radio Frequency Energy

Your Treo is designed to comply with national and international standards, including United States Federal Communications Commission, OET Bulletin 65 supplement C; American National Standards Institute (ANSI) IEEE. C95. 1-1992; Cenelec EN 50360; and Industrie Canada RF exposure guidelines.

In order to comply with FCC RF exposure safety guidelines users MUST use a Handspring brand body-worn accessory during body-worn operation. Use of accessories not provided by Handspring or that have not been tested for RF exposure compliance with this product may not comply with the FCC RF exposure safety guidelines and should not be used.

### To assure optimal radio performance, always adhere to the following procedures:

- When placing or receiving a phone call hold the radio as you would a telephone.
- Speak directly into the microphone and position the antenna up over your shoulder.
- DO NOT hold the antenna when the radio is “IN USE.” Holding the antenna affects call quality and may cause the radio to operate at a higher power level than needed.

## Interference to Medical and Personal Electronic Devices

Most, but not all, electronic equipment is shielded from RF signals and certain electronic equipment may not be shielded against the RF signals from your Treo communicator.

## Pacemakers

The Health Industry Manufacturers Association recommends that a minimum separation of six inches (6") be maintained between a handheld wireless phone and a pacemaker to avoid potential interference with the pacemaker. These recommendations are consistent with the independent research by the recommendations of Wireless Technology Research.

### Persons with pacemakers should:

- ALWAYS keep the phone more than six inches from their pacemaker when the phone is turned ON.
- NOT carry the phone in a breast pocket.
- Use the ear opposite the pacemaker to minimize the potential for interference.
- Turn the phone OFF immediately if you have any reason to suspect that interference is taking place.

## Audio Safety

Some hearing aids may be affected by some digital wireless phones. You may want to consult your doctor in the event of you experience interference with your hearing aid while using Treo. When using the speakerphone feature, it is recommended that you place Treo at a safe distance from your ear.

## Other Medical Devices

If you use any other personal medical device, consult the manufacturer of your device to determine if it is adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

Turn your phone OFF in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

### Interference to Other Electronic Devices

RF energy may affect improperly installed or inadequately shielded electronic operating and entertainment systems in motor vehicles. Check with the manufacturer or representative to determine if these systems are adequately shielded from external RF energy. Also check with the manufacturer of any equipment that has been added to the vehicle.

### Safety and General Use While Driving

Check the laws and regulations on the use of telephones in the area where you drive. Always obey them.

When using the phone while driving, please:

- Give full attention to driving and to the road
- Use hands-free operation, if available
- Pull off the road and park before making or answering a call if driving conditions so require.

### Aircraft Safety

Turn your radio OFF before boarding any aircraft to prevent possible interference to aircraft systems. Regulations of the United States Federal Aviation Administration prohibit use when the aircraft is in the air and require you have permission from a crew member to use your radio while the aircraft is one the ground.

### Non-ionizing Radiation

As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of the personnel, it is recommended that no part of the human body be allowed to come to close to the antenna during operation of the equipment.

### General Safety Information

As with other mobile radio transmitting equipment, users are advised to heed all posted warnings on the use and operation of Treo and to turn off your device in any area with a potentially explosive atmosphere, such as fueling stations, even where no warnings or notices are posted.

### Emergency Calls

IMPORTANT! The Treo communications features operate using radio signals, like any wireless phone, wireless and landline networks, and user-programmed functions. Therefore you should never rely solely upon Treo for essential communications (for example, medical emergencies).

Remember, the phone feature must be on in order to make or receive calls and you must be in a service area with adequate signal strength. Emergency calls may not be possible on all wireless phone networks or when certain network services and/or phone features are in use. Check with local service providers.

## Acknowledgments

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  www.codecity.com.au
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  www.probe.net/~rhuebner/index.html

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